

## AP Onestop – Request Official Transcript

[Student Password Recovery/Reset](#)  
[Employee Password Recovery/Reset](#)

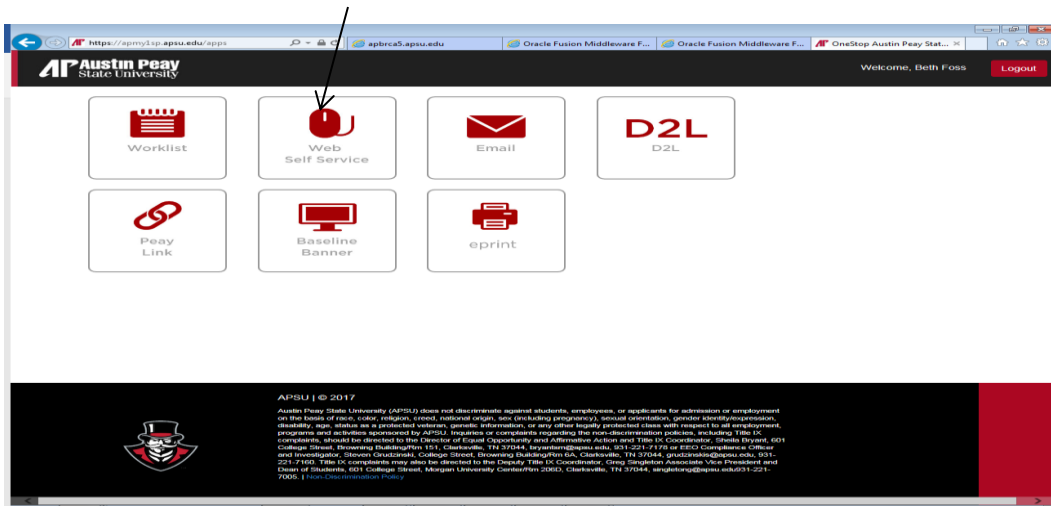
**USERNAME:** Refer to AP Self Service for user name

**PASSWORD:** The first time only will be ApA and the 8 digit A# or Birth date two-digit month, day and year.

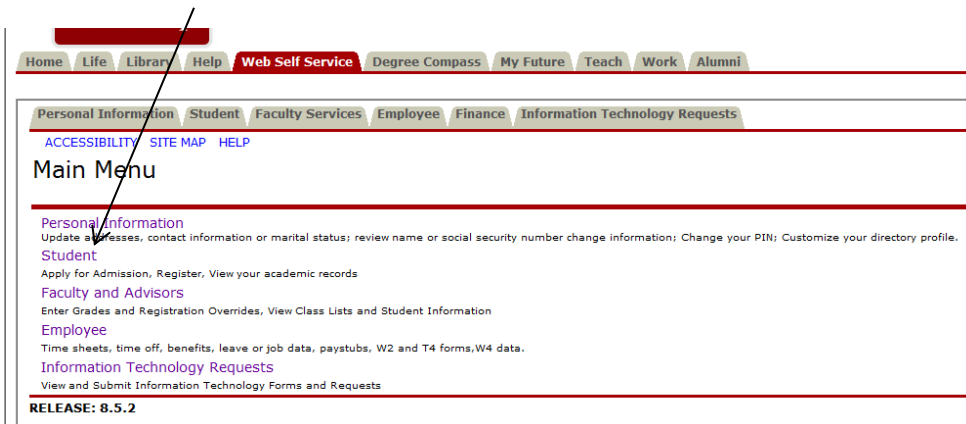
**Then click on:** Login

**NOTE:** When you click on the “forgot your username/password” link, enter your A number for the User ID and your 6-digit date of birth for the PIN number. If you do not know your A number, call the Office of the Registrar at 931-221-7150.

1. Click on **Web Self Service icon**



2. Click on **Student**




3. Click on **Student Records**

Home Life Library Help **Web Self Service** Degree Compass My Future Teach Work Alumni

Personal Information **Student** Faculty Services Employee Finance Information Technology Requests

RETURN TO MENU SITE MAP HELP

## Student

 APSU uses students' Live Mail address for all official university email. Example: jdoe@my.apsu.edu

- [Admissions](#)  
Apply for Admission or Review Existing Applications
- [Registration](#)  
Check your registration status, class schedule and add or drop classes, withdraw from University
- [Student Records](#)  
View your holds, grades and transcripts
- [Student Account](#)  
View your account, tax information, confirm enrollment and make credit card payment
- [Parking Decal Application](#)  
Parking permits, outstanding citations and citation history.
- [Student Welcome Surveys](#)

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4. Select the type of delivery service you would like.
  - a. For electronic transcripts, click on **Request Secure Electronic Transcript** and proceed to Step 5.
  - b. For printed transcripts, click on **Request Printed Transcript** and proceed to Step 6.

## Student Records

- [Academic Transcript](#)
- [Apply for Graduation](#)  
How to Apply for Graduation
- [Class Schedule](#)
- [Change or Declare Major, Concentration and/or Minor](#)  
How to Change Major
- [Course Catalog](#)
- [Degree Evaluation](#)
- [Final Grades](#)
- [Midterm Grades](#)
- [Request Official Transcript](#)**  
How to Request Transcript
  - [Request Secure Electronic Transcript](#)
  - [Request Printed Transcript](#)
- [Request Enrollment Verification](#)
- [Transfer Evaluation](#)  
How to view Transfer Evaluation
- [Transfer Course Equivalencies](#)
- [View Holds](#)
- [View Status of Transcript Requests](#)
- [View Student Information](#)
- [View Lottery Eligibility](#)
- [Attendance Reporting](#)



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5. Click on the **Access the Transcript Ordering Site** link.

## Transcript Ordering Site

We have authorized Parchment, Inc. to act as our agent for providing Official Transcripts.

[Access the Transcript Ordering Site](#)



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- a. Search for your destination in the **Search** box or click on the **Send to Yourself, Another Individual, or Third Party** link. **Note:** If you do not find your destination through the Search option, you can enter the email address manually.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

**AP Austin Peay State University**

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:  
Institution Name, Acronym, Location, or Email

[Or Send to Yourself, Another Individual, or Third Party](#)

Parchment Ordering Service v2.9  
Copyright © 2006-2015 Parchment Inc. All Rights Reserved.  
[Privacy Policy](#). [Refund Policy](#).  
07:36am PDT INT01

- b. **Order Options**
- i. You can choose to send the

- transcript when your grades or degree is posted by selecting the appropriate button.
- ii. Enter the recipient's name and their email address.
- iii. **Optional** – Include an attachment to be sent along with your transcript. Select the purpose for the transcript from the drop down menu.
- iv. Click on the **Continue** button.

Order Options

Delivery Mode  **Electronic**

Processing Time  **Now**  Hold for Grades  Hold for Degree

Holds are for current term only

Recipient Name\*

Email Address\*

Enter the recipient's email address for delivery

Attachment (Optional)

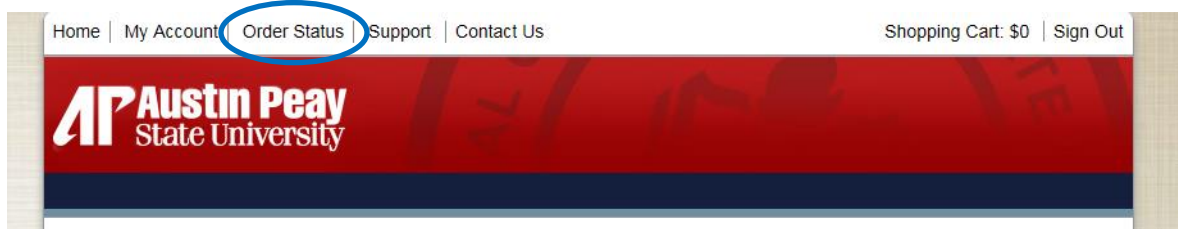
Purpose for Transcript (Optional)

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

c. **Order Details**

- i. You can view the transcript requests in your **Shopping Cart Contents**. There is a convenience fee of **\$2.85 per destination** charged by the vendor, Parchment, to have transcripts delivered electronically.
- ii. At this time, review your order. If you made a mistake, click on the **Remove** button, and re-enter your transcript request.
- iii. If you need to request additional transcripts, click on the **Continue Shopping** button.
- iv. If you are done with your order, click on the **Checkout** button.

- d. **Provide Consent** – Read over the FERPA consent and provide the consent.
- e. **Payment** – Choose your Payment Method and provide your billing address.
- f. **Review Order** – Confirm your billing information, billing address and the destination. Click on the **Confirm** button.
- g. You will get an email confirmation that the transcript request has been received. You will also get an email confirmation once the transcript has been delivered to its destination.
- h. **Order Status** – You can check the status of your orders from the time it was requested until it is delivered.



6. Use the **External College Code** option when sending an APSU transcript to another College only. Use **One of Your Addresses**, only if your mailing address is current and up to date in our system. Do not use **Internal College**.
  - a. If none of the above apply to you, in the **Issue to** box, type the person or university that it's going to (i.e. Jane Smith; MTSU; Office of Admissions)
  - b. Click **Continue** after you have selected your option.

7. Select the **Transcript Type – Official Transcript** or **Fax**. **Course Levels** defaults to all levels, both undergraduate or graduate transcripts will be mailed out together. Fill in the mailing address. Only put in the area code and phone number when you've selected the Fax option. Also, do not put a mailing address when you are requesting a fax transcript. Click **Continue**.

8. Enter the number of copies to be sent. Select “Yes” Official for mailed transcripts and “No” Official for faxed transcripts. Make sure to select Hold for Grades or Hold for Degree option if you’d like those to be on there when we send your transcripts. Otherwise, select As soon as possible in the **Print Transcript** option.

### Transcript Request Options

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**Number of Copies (Up to 10):**

**Official Transcript:**  Yes  No

**Print Transcript:**

**Delivery Method:**

9. Review your request. If everything looks correct, click on the **Submit Request** button. Make any changes necessary by clicking on the back button on your browser.

### Transcript Request Summary

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**Issued to:** Jane Doe  
**Street:** 123 Main St  
**City:** Clarksville  
**State or Province:** Tennessee  
**Zip or Postal Code:** 37040-3235  
**Course Levels:** All course levels  
**Copies Ordered:** 1  
**Official Transcript:** Yes  
**Delivery Method:** Standard Mailing-No charge  
**Cost of Order:** No charge  
**Print Transcript:** As soon as possible

**Printing Unofficial Transcript from AP Onestop**

If you'd like to view your unofficial online transcript, click on the **Academic Transcript** link, located under **Student Records**.

## Student Records

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[Academic Transcript](#) ←

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**Note:** To print out your transcript, you will need to select all the text, right-click with your mouse and select print. Or after selecting the text, go the File option on your web browser and select the print option.