Requesting an Official Transcript

Current Students:
Click on the LOCUS link to log in to LOCUS.
Requesting an Official Transcript

Enter your Username (UVID) and Password and click LOGIN.
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Check for Holds, they will appear in the **Tasks** tile on your account. Certain holds will prevent you from requesting an Official Transcript.

Click the **Academic Records** tile.
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Choose **Request Official Transcript** from the menu and Click.

A new page will open outside of LOCUS.
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You are now at the Loyola University Chicago Transcript Ordering site. At step 1. Login or Register please read the Information section, and Register your account.

You will need to Register once. Please enter the required fields and click Submit at the bottom of the page to continue.
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At step 2. Select Documents, you may look for a recipient stored within the database by typing the recipient name then click the blue Search button, OR

To send directly to an e-mail address, select the blue link Send to Yourself, Another Individual or Third Party.
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Select the Product Type of “eTranscript”. or “Paper Transcript – Mailed”.

- **eTranscript**
  - Electronic transcript delivery is available to students who first attended in Fall 1983 or later. Orders are generally processed within 24 hours (Allow additional processing time for high volume...)
  - $0.00

- **Paper Transcript - Mailed**
  - Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...
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For an “eTranscript “ order:

Read the Product Description information, and complete the Order Options information as requested.

At this point, you have the option to include an attachment with the delivery of your eTranscript.

Important Note: Only ONE document can be uploaded as an attachment. If you have multiple pages to upload, combine them as one document first, before attempting to upload.
If you are not adding an attachment, proceed to the next set of instructions, OR
If you are adding an attachment, click on the **Browse** option to upload your document, and select the **Attachment Type** value, then proceed to the next step.
Optional:
If you selected a recipient where you are required to include additional details, click on the Continue button.
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Optional:
At the window that appears, enter the **Additional Information Needed**.

Click **Confirm** when you are done.
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For a “Paper Transcript - Mailed” order:

Read the Product Description information, and complete the Order Options information as requested.

At this point, you have the option to include an attachment and to add Special Instructions with the delivery of your Mailed order.

Important Note: At this page, please include any Other Names Used, if this applies to you.
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<table>
<thead>
<tr>
<th>Order Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Mode</td>
</tr>
<tr>
<td>Processing Time</td>
</tr>
<tr>
<td>Recipient Name*</td>
</tr>
<tr>
<td>Email Address*</td>
</tr>
<tr>
<td>Attachment (Optional)</td>
</tr>
<tr>
<td>Selected File: Attached document.docx</td>
</tr>
<tr>
<td>Purpose for Request*</td>
</tr>
</tbody>
</table>

**Notes:**
- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Students who attended prior to our SIS upgrade will not be able to use this method.

Click Continue when you have finished completing the **Order Options** form and you are ready to Check Out, OR

At the bottom left, click **Add Another Item** to submit another eTranscript or **Paper Transcript-Mailed** request to this order.
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For **Paper Transcript Mailed** orders:

You will need to choose the **Mailing Method**:

1. Standard USPS (no charge)
2. Choose the desired expedited option at the cost listed.

Continue filling out the order form.

Click **Continue** button.
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At Step 3. Order Details page, the contents of your shopping cart appear, you may make changes, OR
You may select the Continue Shopping option, at the bottom right, to add another item, OR
You may select the Checkout option to complete your order.
At Step 4. Provide Consent page, read the Consent Received information.

Click Next to continue to
   OR
2. To Review Order if no costs are associated.
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At step 6. Review Order, confirm the documents you requested, OR
You may select Back to make edits.
Select Confirm to continue.
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Your order confirmation message appears, make note of your Order number.

Your order is processing and you will receive an e-mail notification soon.

Select Log Off when you are done.