

## Order Official Transcript

Students select the Official Transcript Ordering link on the Student Center page to be transferred to the **Credentials Solutions, LLC.** web page where they may order official transcripts.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  Go icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b><u>Self Service &gt; Student Center.</u></b>
3.	<div data-bbox="391 590 792 730" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  </div> In the <b>Advisement/Transcript</b> section, click <b>Official Transcript Ordering</b> link to be redirected to the <b>Credentials Solutions, LLC.</b> web page where you may order official transcripts.
	<b>End of Procedure.</b>