Self Service:  Student
Quick Reference Guide

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

<table>
<thead>
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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](#) |
| 3.   | ![Academic Advisement](image)  
  - Click the Transcript Ordering link in the Academic Advisement section to be redirected to the Credentials, Inc. web page where you may order official transcripts. |

End of Procedure.