

My Academics Student User Guide

How to Order Official Academic Transcripts

1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



Six (6) intuitive and adaptive tiles (shortcuts) will display.

RR R e	gistration and Records		★ Not following
	My Registration	Degree Works and What If Analysis	Unofficial Academic Transcript
Order eTranscripts		THE View Grades	Application to Graduate

3. Choose "Order eTranscript" tile



The website: *tsu.edu/registrar/transcript-request* will launch and follow the instructions.

Students Faculty/Staff	Alumni Visi	tors	TEXAS SOU	TSU THERN UNIVERSITY				
Coronavirus (COVID-19) Updates: TSU is monitoring the ongoing COVID-19 situation. Current Phase: Phase 2. Learn more a								
	ABOUT	ADMISSIONS	ACADEMICS	ATHLETICS				
TRANSCRIPT REQUEST								
Note + senset Registrar Undergraduate Degrees Academic Calendar Tuition and Fees Tuition and Fees Transcript Request Diploma Request Graduation Final Exam Schedule - Fail 2020 Academic Policy & Procedure Forms Cortadu Us								

Contact a representative in the Office of the University Registrar for more information.

Phone: (713) 313-4327 Fax: (713) 313-1878 Email: registrar@tsu.edu

Technical support is available 24/7 by emailing IT Service Center: *itservicecenter@tsu.edu* or submitting a case: *http://itservicecenter.tsu.edu*

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."

