

Below is a tool kit on how to get access to your unofficial transcripts and how to send your official transcripts to where you are attending school. Most of you will have dual credit from IU and Ivy Tech. It is VERY IMPORTANT that you send both official transcripts to your school once all grades are finalized. None of this will be able to be completed before graduation but I want you to know that I will still be available to assist you with these things even after you graduate. My Ivy Tech contact information is below, please do not hesitate to reach out anytime!

Email: [lpurcell13@ivytech.edu](mailto:lpurcell13@ivytech.edu)  
Google Voice Number: (812) 307-8698

### **Unofficial Transcripts:**

Most of you will be going to orientation/scheduling classes before your official transcripts are available. It may be beneficial to take with you an unofficial transcript to prove what dual credit you have. Below are instructions on who to access your unofficial transcripts through MyIvy.

**Step 1:** Login to MyIvy.ivytech.edu (*if you have never logged into MyIvy before, [CLICK HERE](#) for instructions on doing so, you will need your C#, email me if you do not know it.*)

**Step 2:** Once you log into your MyIvy there should be an unofficial transcript button under your Quicklinks that looks like the one below.



CLICK HERE

**Step 3:** Once you get to the next page, you will not need to change anything, just hit submit. This will bring up your unofficial transcript.

## Official Transcripts-Ivy Tech:

### Option One: MyIvy Account

**Step 1:** Log in or Create a MyIvy account at <https://myivy.ivytech.edu>



**Step 2:** Click the Tools and Resources Tab to the right of the search bar



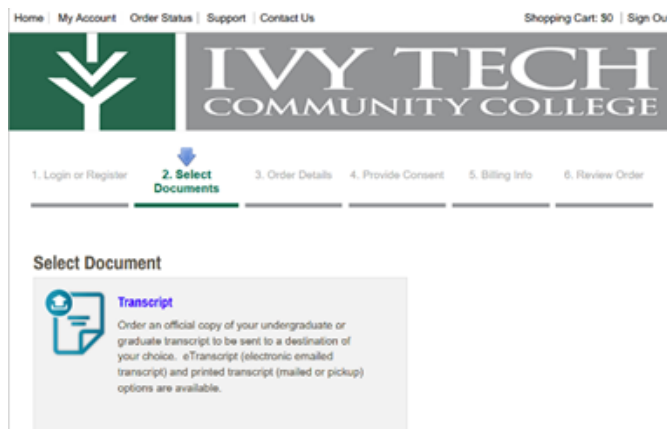
**Step 3:** Select the Request an Official Transcript link



Academics & Advising

Official transcripts can be requested here

***Follow the steps and read all instructions carefully to request your transcript***



## **Option Two: Create an Account with Parchment Exchange**

**Step 1:** Go to [www.ivytech.edu/transcripts](http://www.ivytech.edu/transcripts)

**Step 2:** Select the Click Here link in the middle of the webpage to access Parchment Exchange

### **How do you order an Ivy Tech transcript?**

**Current students** can request their Official transcript through MyIvy by taking the following steps:


- **Step 1:** Log into your MyIvy account ([myivy.ivytech.edu](http://myivy.ivytech.edu))
- **Step 2:** Click on **Tools and Resources** at the top of the form
- **Step 3:** Select **Request Official Transcript** from the list of items



If you **no longer have access to MyIvy** because you have not attended in two or more years, [click here](#) to request your

**Step 3:** Choose Create Account if you are a new user. ***Be sure to use a personal email address- not a school email address!***

Home | Support | Contact Us Shopping Cart: \$0 | Sign In



# IVY TECH

COMMUNITY COLLEGE

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign In.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

**Create Account**

***Follow the steps and read all instructions carefully to request your transcript. Make sure all final grades are posted before sending your official transcript. Sending your transcript electronically instead of by mail is the faster option. There will be a \$5.00 fee when sending your official transcript.***

## **Official Transcripts- IU:**

**Step 1:** Go to <https://studentcentral.indiana.edu/transcripts/order-transcript/order-online.html>

**Step 2:** To the left of the page, you will see Online/Signature Request System, click on that.

**Step 3:** On the next page, scroll down and you will see a red button that says Order your transcript through online/signature request system, click on that.

**Step 4:** **Read the next page carefully!** After reading, click request transcript.

**Step 5:** Complete the information on the next page. **NOTE: Make sure you select Electronic: Transcript (PDF) and that it will include all completed coursework.**

**Step 6:** On the next page, please review all information and make sure it is correct. If you are paying for your transcript with a card, select the PayPal option and then check out as a PayPal Guest.

**Step 7:** You will then receive an email to the email address you put on the form. This will prompt you to print a form, sign it, and email it to [tscripts@iu.edu](mailto:tscripts@iu.edu).

***Make sure all final grades are posted before sending your official transcript. There will be a \$10.00 fee when sending your official transcript electronically.***