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
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.

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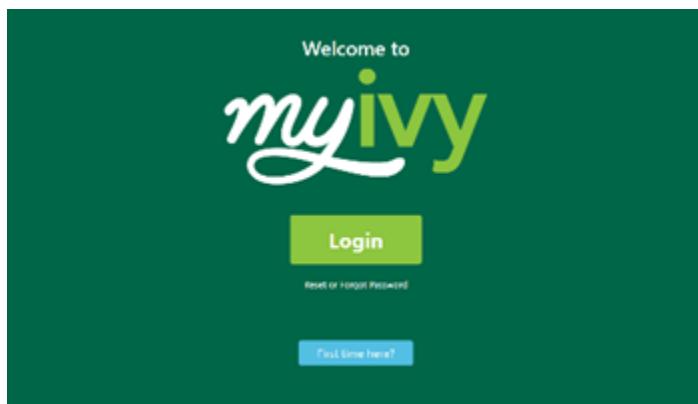
Step 2: Click the Tools and Resources Tab to the right of the search bar


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
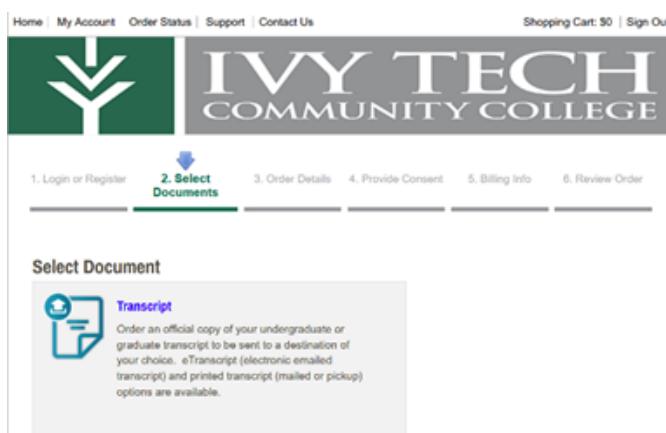
Option Two: Create an Account with Parchment Exchange

Step 1: Go to www.ivytech.edu/transcripts

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

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

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.

<u>Official Transcripts- IU:</u>

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.

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.