

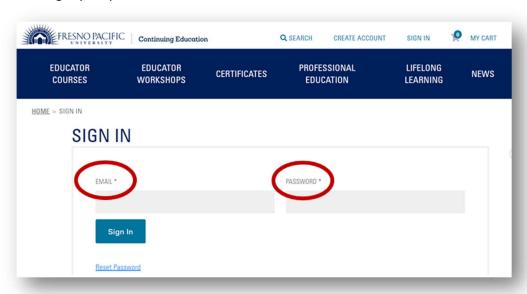
How to Order Transcripts

To order your transcripts, go to our website, ce.fresno.edu.

• Sign into your account by clicking the **SIGN IN** link.



- Enter your EMAIL and PASSWORD, then click SIGN IN.
 - o Forgot your password? Click the **RESET PASSWORD** link.

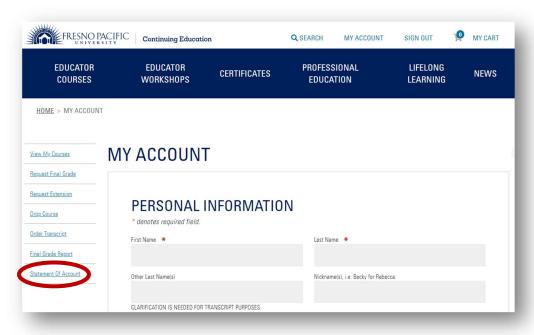




• Click the MY ACCOUNT link.

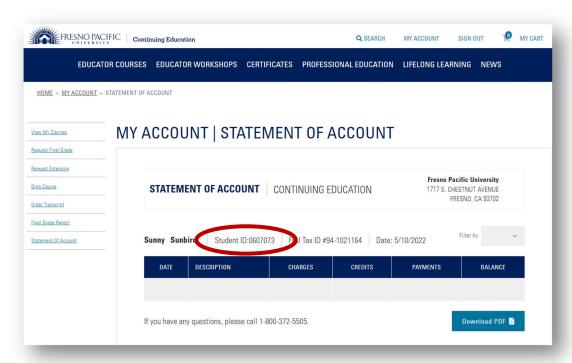


• Click the **STATEMENT OF ACCOUNT** link.

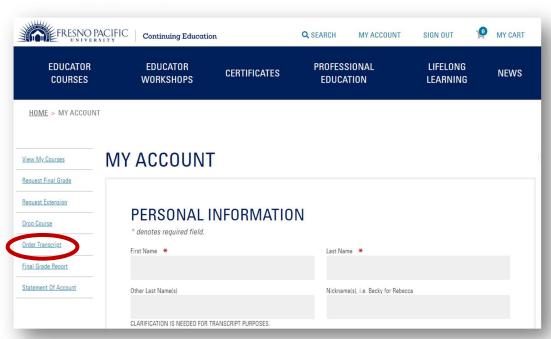




• Find your **STUDENT ID** number. On the Statement of Account page, you will see your name and your 7-digit Student ID number. If the Student ID Number is shorter than 7 digits add a 0 to the beginning of the number to make it a 7-digit number.



• Click the **ORDER TRANSCRIPTS** link to proceed to the Transcript Ordering Center (Student Clearing House third-party website).





• Enter "Fresno Pacific University" in the ENTER THE SCHOOL YOU WANT TO REQUEST YOUR TRANSCRIPT FROM field. Click CONTINUE to order your transcript.

