1. Log onto MaineStreet by using your Student User ID and Password (password is the same for your university email).

2. In the LaunchPad (or under the MaineStreet menu) select Student Center.

3. In your Student Center, under the Academics section of the left-hand navigation bar, select Request Transcript.
4. **On this screen, answer the prompts required to process your transcript.** There are options to have your request *filed immediately, held for processing until grades post*, or *held until your degree has been awarded.*

Press *Submit* after filling out the options to submit your request.

**Incomplete address information will delay your request**

**If you have a hold on your student account that prevents transcript requests, your request may NOT process. For more information, visit [https://usm.maine.edu/transcripts](https://usm.maine.edu/transcripts)**

Typically, these requests are processed within 3-5 business days.