Description	A step-by-step guide for students to request and official transcript in MaineStreet

1. **Log onto MaineStreet by using your Student User ID and Password** (password is the same for your university email).
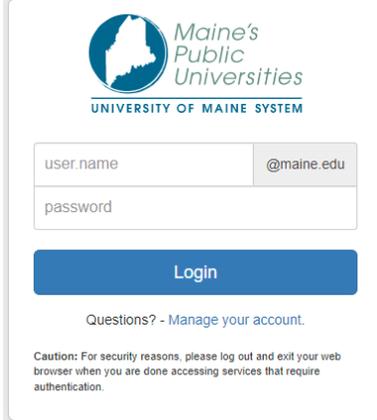
2. **In the LaunchPad** (or under the MaineStreet menu) **select *Student Center*.**
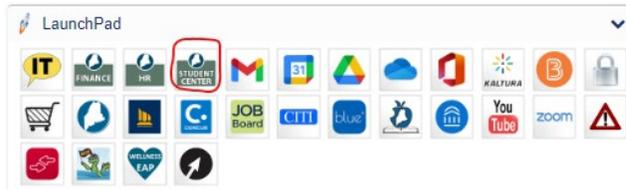
3. **In your Student Center, under the *Academics* section of the left-hand navigation bar, select *Request Transcript*.**
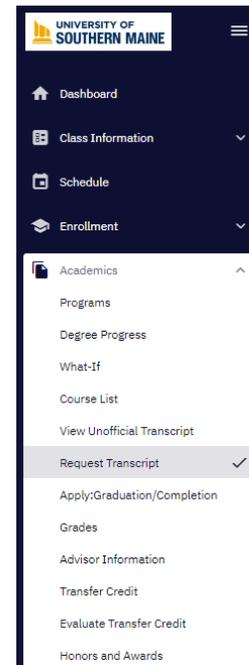
4. **On this screen, answer the prompts required to process your transcript.**
There are options to have your request *filed immediately*, *held for processing until grades post*, or *held until your degree has been awarded*.

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

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