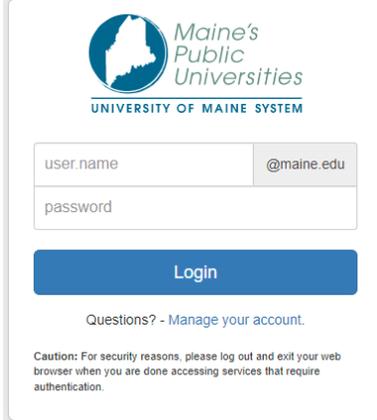
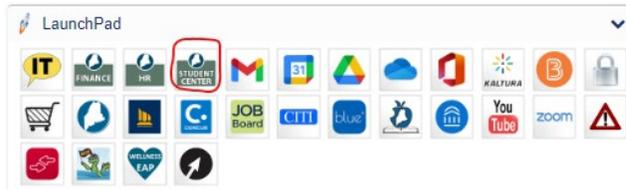


Description | A step-by-step guide for students to request and official transcript in MaineStreet

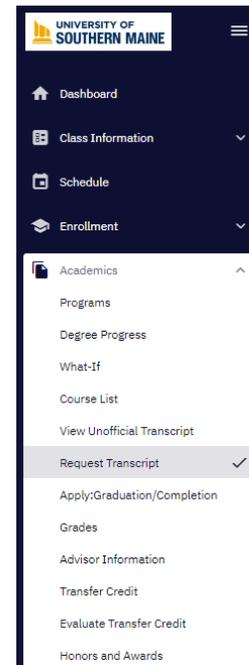
1. Log onto [MaineStreet](#) by using your **Student User ID and Password** (password is the same for your university email).



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.

The screenshot shows a web form titled "Request Transcript" with a settings icon in the top right. Below the title are two tabs: "Submit Requests" (active) and "View All Requests". The main heading is "Submit transcript request". The form contains several sections: "PROCESSING OPTION" with two dropdown menus (one showing "Incoming Course" and "Degree Confer Date", the other showing "Term"); "QUANTITY" with a text input field containing "1"; "RECIPIENT" with two dropdown menus (one showing "My Address", the other showing "Home"); and "NAME:" and "ADDRESS:" with empty text input fields. At the bottom right are "Clear" and "Submit" buttons.

****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.