

Instructions for Ordering Transcripts Online

Official transcripts sent by mail cost \$5 and are mailed within 24-72 hours.

Official transcripts sent electronically cost \$5 and are sent within 24 hours.

1. Go to Banner Web and log in to your account.

ATHENS TECHNICAL COLLEGE
The College for the Community

HELP EXIT

User Login

Important Links

- [Click here for information about withdrawing from classes](#)
- [Click here for information about registration dates](#)
- [Click here for information about how to check your grades or view an unofficial transcript](#)
- [Click here for important information about paying your tuition and fees.](#)

If you are registering for a science course with a lab (BIOL, PHYS, CHEM), please make sure to register for the same section number for lecture and lab. In other words, BIOL 2113 sec 100 and BIOL 2113L sec 100 are co-requisites, so you must register for both. Section numbers cannot be mixed. For example, you cannot take BIOL 2113 section 100 with BIOL 2113L section 104. Please contact registration@athenstech.edu or advisement@athenstech.edu if you have questions or need assistance.

Please enter your User ID and your Personal Identification Number (PIN) in the boxes below; then click the Login button. You may also click [here](#) for more information.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 8.6.1

2. Click on **Student Services & Financial Aid**.

Personal Information Student Services & Financial Aid

Search Go

SITE MAP HELP EXIT

Welcome, Student to the Athens Technical College Information System!

Student Services & Financial Aid

Admissions, Registration & Records, Financial Aid

Personal Information

View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile.

RELEASE: 8.6

3. Click on **Student Records**.

Personal Information Student Services & Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Services and Other Information

[Admissions](#)
File an application for admissions

[Registration](#)
Check your registration status; Variable credits, grading modes, or levels; Display your class schedule.

[Student Records](#)
View your holds; Display your grades and transcripts; Review charges and payments

[Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements.

[Student Accounts \(Pay online\)](#)
View and pay your balance; Access your student account history; Request tax information

[Student E-mail Login](#)
Log in to check your student email for important communications.

[ANGEL Login](#)
Log in for E-Learning resources.

[Degree Works](#)
Degree Works Advising System

RELEASE: 8.6

© 2014 Ellucian Company L.P. and its affiliates.

4. Click on **Request Printed/Official Transcript**.

The screenshot shows the 'Student Records' section of a web application. The navigation bar includes 'Personal Information' and 'Student Services & Financial Aid'. A search bar is at the top left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are at the top right. The 'Student Records' menu is listed on the left, with 'Request Printed/Official Transcript' highlighted by a red arrow. Other menu items include 'View Holds', 'Final Grades', 'Grade Detail', 'Academic Transcript', 'View Status of Transcript Requests', 'Account Summary by Term', 'Account Summary', 'Degree Evaluation', 'View Student Information', 'Enrollment Verification', and 'Account Detail by Term'. The page footer includes 'RELEASE: 8.6' and '© 2014 Ellucian Company L.P. and its affiliates.'

5. Click on the link **“Look Up College Code”** to search for the college where you want the electronic transcript to be sent.

The screenshot shows the 'Select a mailing address' page. The navigation bar is the same as in the previous screenshot. The page title is 'Select a mailing address'. A user ID '910210274 Leland K. Lambert' and a timestamp 'Sep 09, 2014 03:10 pm' are in the top right. A help icon and text explain that the user should select an address for transcript delivery, mentioning external college codes, personal addresses, or family member/business addresses. The 'External College Code' field has a red circle around the 'Look Up College Code' link. Other fields include 'One of Your Addresses' (set to 'None'), 'Internal College' (set to 'None'), and 'Issue to:'. A 'Continue' button is at the bottom left. A footer link reads '[View Holds | Academic Transcript]'.

Follow the directions to select the **State or Province** OR **Country**, followed by the **City**, followed by the **College Name**. Then click the button **“Copy selected College information to Data Entry form.”**

The screenshot shows the 'College Lookup Page' with the following elements:

- Header: College Lookup Page
- Field: Select a State or Province: Select... (dropdown menu)
- Text: OR
- Field: Select a Country: Select... (dropdown menu)
- Button: List Cities in Selected State, Province or Country

The screenshot shows the 'College Lookup Page' with the following elements:

- Header: College Lookup Page
- Field: Select College City: Select... (dropdown menu)
- Button: List Colleges in selected City

The screenshot shows the 'College Lookup Page' with the following elements:

- Header: College Lookup Page
- Field: Select College name: Select... (dropdown menu)
- Button: Copy selected College information to Data Entry form

- The information for the college you selected has automatically been completed. Make sure the correct college name is listed. You must select the transcript type. You may choose **electronic transcript** or **paper transcript**. (The cost is \$5 whether you select electronic or paper.) Click the button **Continue**.

- Make sure the **Yes** button is selected for an official transcript. Select the **In Progress Cut-off Term**. Select the **Delivery Method**. Click the button **Continue**.

- You will see a confirmation page. Once you review it, select your **Payment Type**, either Credit card or Online check. Click the button **Submit Request**.

- The next screen will process your payment, either by check or credit card. You will receive a receipt to confirm your order.