The University of New Orleans
Web-STAR (PeopleSoft Campus Solutions v 9.0):
Official Transcript Request
Official Transcript Request

Participate at the end of this aid, you will be able to………

Objectives

1. Order Official Transcript
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Navigation to Web-STAR

Step 1. Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/)

Step 2. Select the Current Students link.

Step 3. Select the Web-STAR logo.
Step 4. Select the Students link.

Step 5. Enter your UNO username and password. Note: Your user name and password is the same username and password used to login to your email, or blackboard class.
View UNO Unofficial Transcript

**Step 1.** Select the drop down list under Academics.

**Step 2.** Select Transcript: Request Official and select .
Step 3. Select the UNO Logo.

Requesting Transcript

The University of New Orleans uses Transcripts on Demand™ by Scrip-Safe International as its trusted agent for processing online transcript requests. This process is completely secure.

The first time you use this service you will set up your account with Transcripts on Demand™. You will provide your current/former names, address, student ID, and other information. You will be able to log in to your account and update your information whenever you need.

Because Federal Law requires your signature in order to release your academic records, you will be required to complete a Consent Form and send it to Scrip-Safe by fax, mail or image upload. This Consent Form is created as part of the account set-up process and your signed copy will remain on file with Scrip-Safe to cover your future UNO transcript requests through Transcripts on Demand™.

You will pay for your transcript via credit card (Visa or MasterCard). Transcripts on Demand™ uses the most current security available to protect your credit card and personal information.

You can check the status of your transcript request at any time by logging on to Transcripts on Demand™ and clicking on the “Review Past Orders” tab. You will also receive email notification of your order status.

To request your transcript, click the UNO Logo below:

![UNO Logo](image-url)
Step 4. Follow the prompts to complete your request.