



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

How to Order Official Academic Transcripts

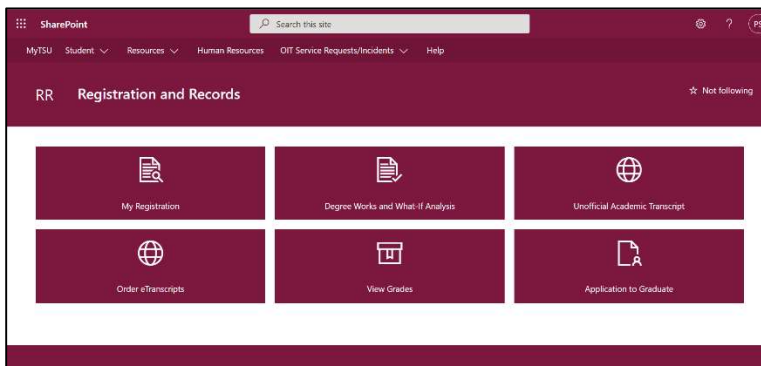
1. Navigate to MyTSU portal landing page click, 'Student'



2. Choose "Registration and Records"



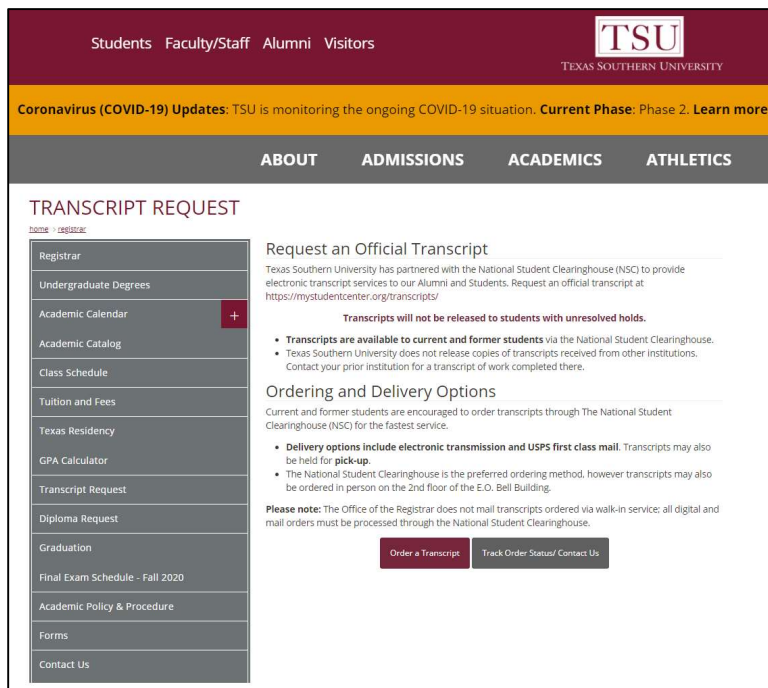
Six (6) intuitive and adaptive tiles (shortcuts) will display.



3. Choose “Order eTranscript” tile



The website: tsu.edu/registrar/transcript-request will launch and follow the instructions.



Contact a representative in the Office of the University Registrar for more information.

Phone: (713) 313-4327
Fax: (713) 313-1878
Email: registrar@tsu.edu

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: <http://itservicecenter.tsu.edu>

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”

