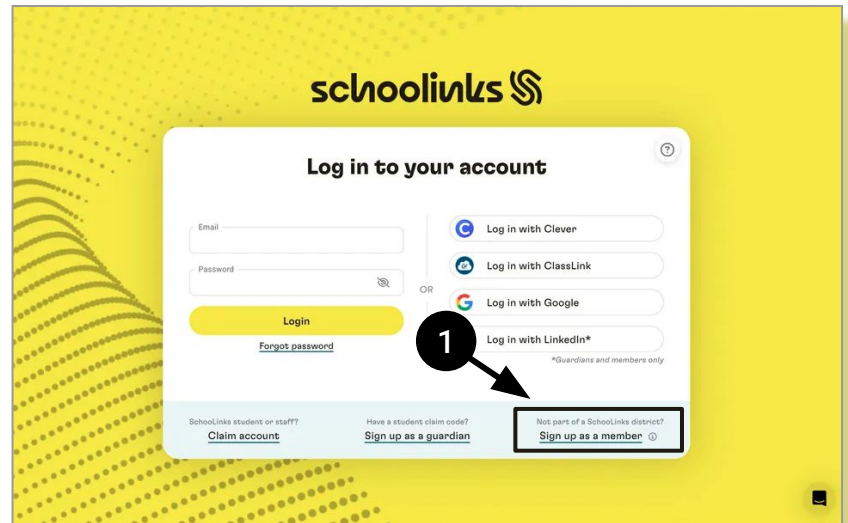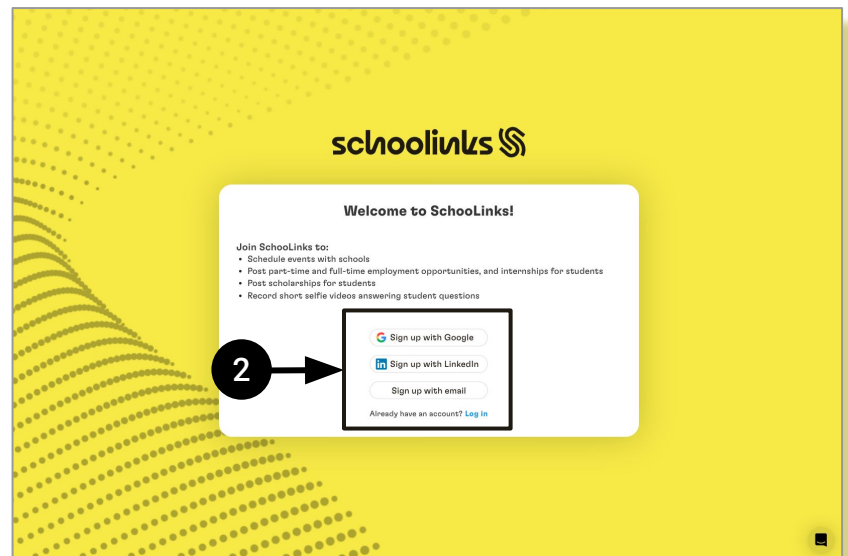# How to Request Transcripts as an Alumni
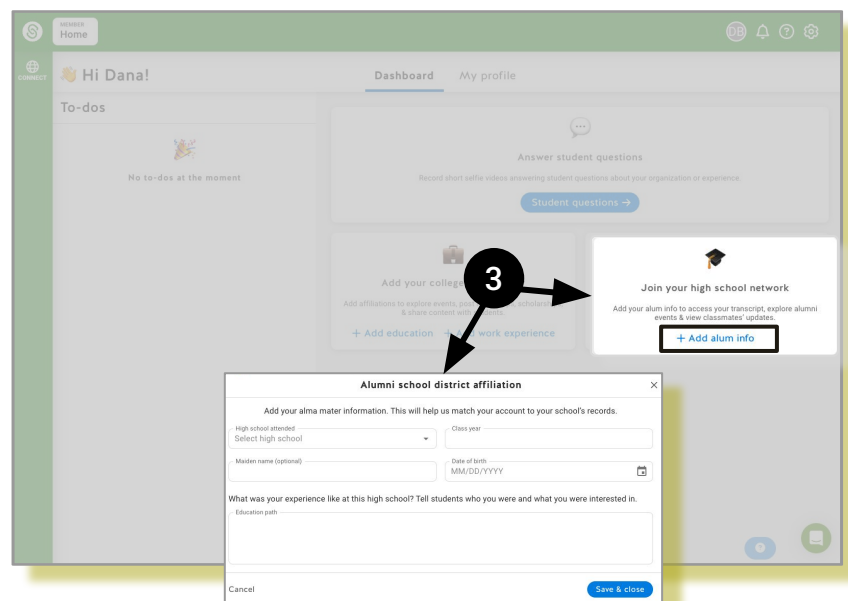
schoolinks

1 Go to app.schoolinks.com and click **Sign up as a member** in the bottom right corner of the login

2 Create an account by connecting SchooLinks with an existing Google or LinkedIn account, or click "Sign up with Email" to create an account
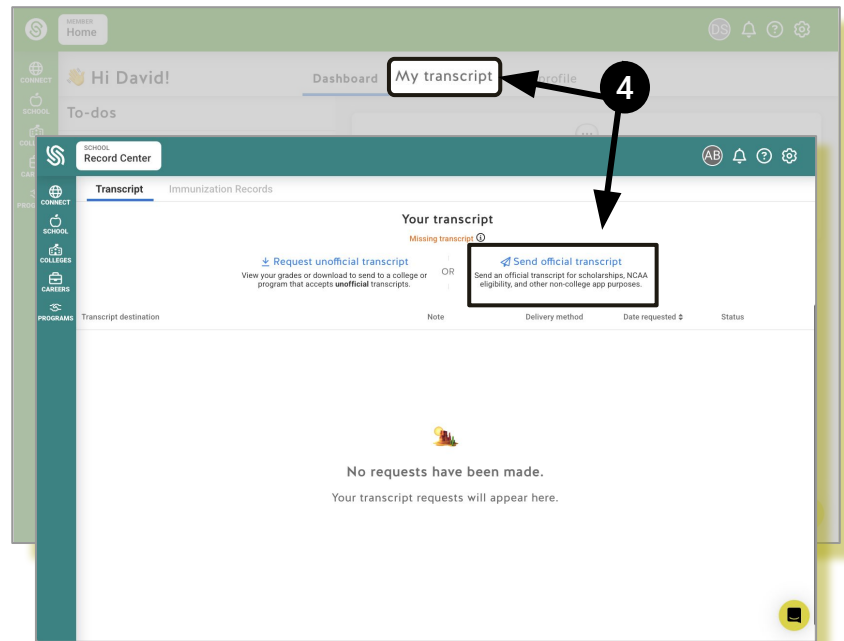
3 Upon account creation, you will be taken to your Member Dashboard. Click **Add alum info** and provide the required information.
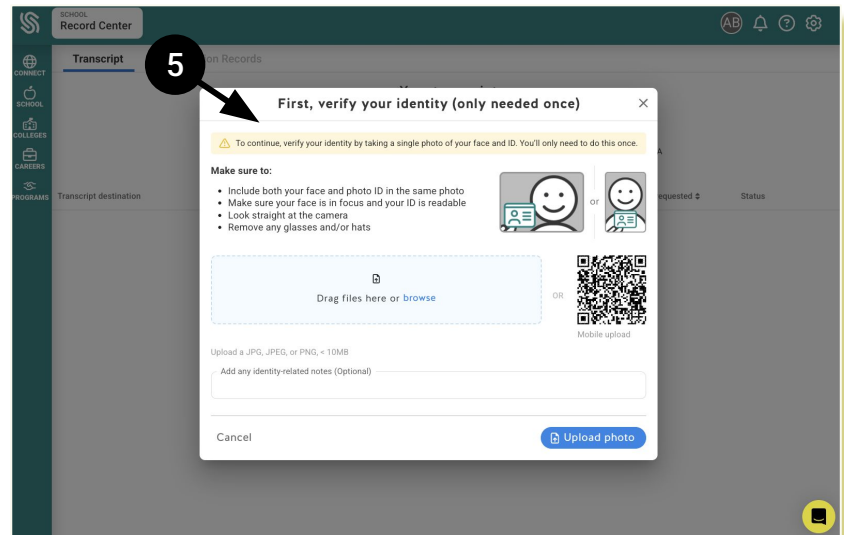
4 After saving, click the **My Transcript** tab that now lives at the top of your dashboard. Click **Send official transcript** on the Your transcript page.

5 If this is your first time requesting a transcript as an alum, you will need to complete an ID verification process.

6 Once completed, you will then be prompted to select the destination of where you want the transcript to be sent.