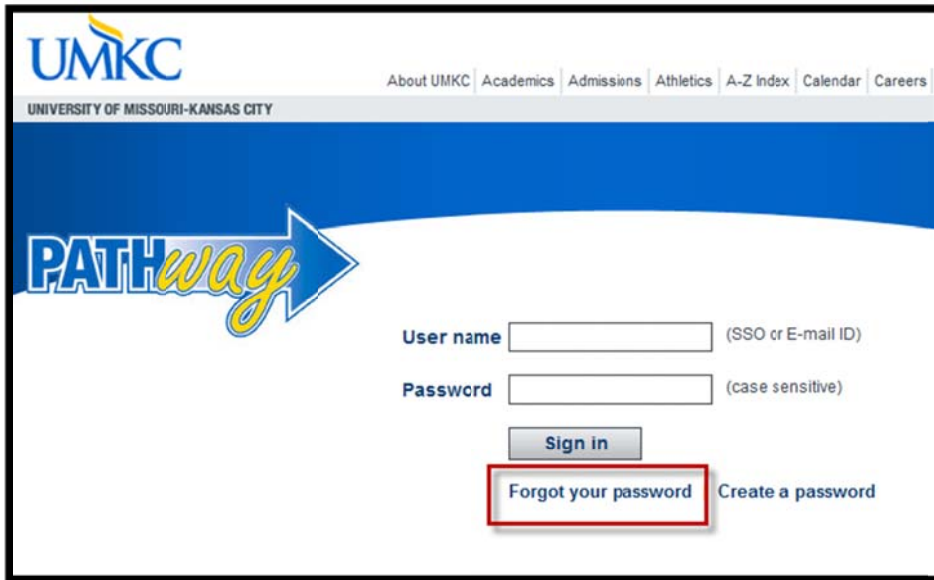


Login to Pathway with your user name and password. You can access Pathway at:

<https://pathway.umkc.edu>.

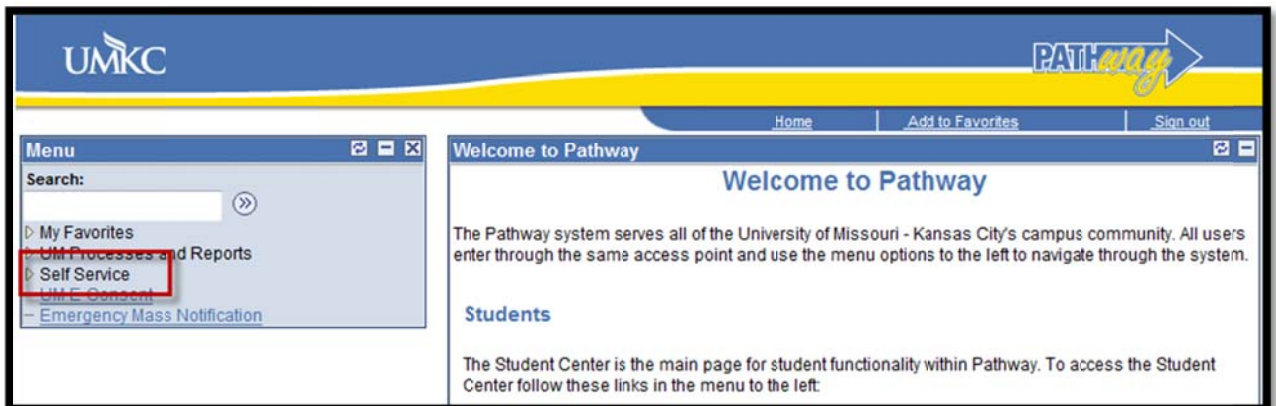
If you have forgotten your password, you can recreate it by clicking "Forgot your password" on the login screen.

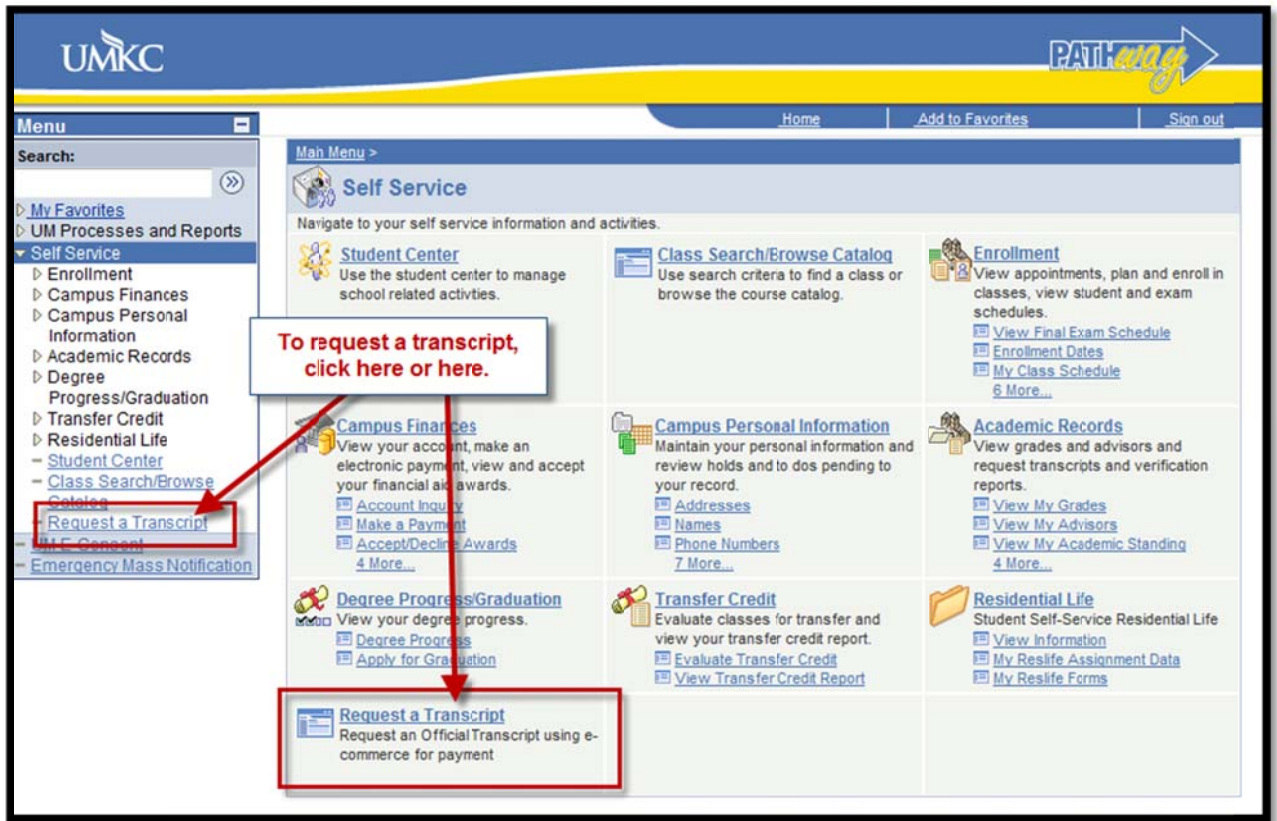


If you do not have an active Pathway account, you can order a transcript with a hard copy request form. You can access the form at:

[http://www.umkc.edu/registrar/forms/transcript\\_request.pdf](http://www.umkc.edu/registrar/forms/transcript_request.pdf).

Once you have logged in, navigate to Self Service and then Request a Transcript.





Follow the screen prompts to place your transcript order. Please note that if you have a hold on your account which prevents the release of a transcript, you will not be able to make a transcript request online. You can view your active holds at Self Service > Student Center. Holds are listed at the top of the right hand menu bar.

## Transcript Request Form

The first screen gives general information about transcript requests including costs and approximate delivery times. Select "Next Page" to move to the next screen.

**Student ID:** 02250824      **Name:** Casey Roo

The cost for a transcript that is mailed is \$7.00 per copy. Requests to have a transcript mailed must include the complete mailing address.

The cost for a transcript that is faxed (domestic and international) is \$12.00 per copy. Requests to have a transcript faxed must include the name and FAX number of the individual to whom the fax is to be sent.

The cost for a transcript that is sent overnight by Federal Express is \$32.00 per copy. Requests to have a transcript sent by FedEx cannot include post office boxes.

Transcripts will not be released until all delinquent accounts have been paid.

All transcripts released to a student are stamped "Issued to Student". Please note: some institutions will not accept transcripts as "official" if they are faxed or "Issued to Student" copies.

Transcript requests submitted online will be processed within two working days if no holds are present on the student's record.

Transcripts held for current session grades are released when all grades are present for the term selected.

Transcripts held for degrees are released as soon as the degree is posted for the term.

Clicking the "Next" button signifies that you agree to the above statements.

Contact information is requested in case we need to contact you concerning your order. A phone number is required. Click "Next Page" to move to the next screen.

This screenshot shows a web form for entering contact information. At the top, it displays 'Student ID: 02250824' and 'Name: Casey Roo'. Below this is a blue header that says 'Enter Your Contact Information'. There are three input fields: 'Phone Number', 'Alt Phone Number', and 'Email Address'. At the bottom, there are two buttons: '<< Previous' and 'Next Page >>'. The 'Next Page >>' button is highlighted with a red rectangular box.

This screen allows you to select your delivery method, the number of copies, processing instructions and the address where the transcript will be sent. To select the delivery method, select the drop down box and choose Domestic Fax, FedEx, International Fax, or U.S. Mail.

This screenshot shows a 'Request Details' window for a transcript request. At the top, it shows 'Student ID: 02250824' and 'Name: Casey Roo'. The window title is 'Request Details' and it includes a search bar and '1 of 1' page indicator. The main content area has several fields: 'Transcript Req Nbr:' with the value '1' and a 'Delete' button; 'Delivery Method:' with a dropdown menu showing 'U.S. Mail', 'Domestic Fax', 'FedEx', 'International Fax', and 'U.S. Mail' (the last one is highlighted in green); 'Number of Copies:'; 'Processing Instructions:'; 'Send to:'; 'School/Company Name:'; 'Address Line 1:'; 'Address Line 2:'; 'City:'; 'Country:' with a dropdown set to 'USA' and search icons; 'State:' with a search icon; and 'Postal Code:'. At the bottom, there are two buttons: '<< Previous' and 'Next Page >>'. The 'Delivery Method:' label and its dropdown menu are highlighted with a red rectangular box.

After selecting the delivery method, enter the number of copies requested and any processing instructions that may apply. These options include immediate processing or holding the transcript for degrees or grades to be posted.

The screenshot shows a web form titled "Request Details" for a student with ID 02250824 and name Casey Roo. The form contains several fields: "Transcript Req Nbr" (1), "Delivery Method" (U.S. Mail), "Number of Copies" (1), "Processing Instructions" (Process as soon as possible), "Send to", "School/Company Name" (Process as soon as possible), "Address Line 1", "Address Line 2", "City", "Country" (USA), "State", "Postal Code", and "Comment". A red box highlights the "Processing Instructions" dropdown menu, which is currently open and showing three options: "Process as soon as possible", "Hold for Degree", and "Hold for Grades". The "Process as soon as possible" option is highlighted in green. At the bottom of the form, there are navigation buttons: "<< Previous" and "Next Page >>".

If you are having your transcript held for a degree or grades to post, you will also need to select the appropriate term for that degree or grades.

The screenshot shows the same "Request Details" form as above, but with the "Processing Instructions" dropdown menu set to "Hold for Degree". A red box highlights the "Hold for Term" dropdown menu, which is currently open and showing four options: "2011 Summer Semester", "2011 Spring Semester", "2011 Fall Semester", and "2010 Summer Semester". The "2011 Spring Semester" option is highlighted in green. The "Delete" button is visible in the top right corner of the form. At the bottom of the form, there are navigation buttons: "<< Previous" and "Next Page >>".

Enter the address information for the recipient of the transcript. When everything is complete, click "Next Page".

The screenshot shows a web application interface for requesting a transcript. At the top, it displays 'Student ID: 02250824' and 'Name: Casey Roo'. Below this is a 'Request Details' window with a search bar and navigation icons. The form contains several fields: 'Transcript Req Nbr' (1), 'Delivery Method' (U.S. Mail), 'Number of Copies' (1), and 'Processing Instructions' (Process as soon as possible). A 'Delete' button is located to the right of these fields. The address information is entered in the following fields: 'Send to' (Registrar's Office), 'School/Company Name' (UMKC), 'Address Line 1' (5100 Rockhill Road), 'Address Line 2' (115 Administrative Center), 'City' (Kansas City), 'Country' (USA), 'State' (MO), and 'Postal Code' (64110). A red rectangular box highlights the entire address section. At the bottom of the form, there are two buttons: '<< Previous' and 'Next Page >>', with the 'Next Page >>' button also highlighted by a red box.

Student ID:	02250824	Name:	Casey Roo
<b>Request Details</b>			
Transcript Req Nbr:	1	<input type="button" value="Delete"/>	
Delivery Method:	U.S. Mail		
Number of Copies:	1		
Processing Instructions:	Process as soon as possible		
Send to:	Registrar's Office		
School/Company Name:	UMKC		
Address Line 1:	5100 Rockhill Road		
Address Line 2:	115 Administrative Center		
City:	Kansas City		
Country:	USA	State:	MO
		Postal Code:	64110
Comment:			
<input type="button" value=" &lt;&lt; Previous"/>		<input type="button" value=" Next Page &gt;&gt;"/>	

Confirm that your order is complete. You can proceed to payment by clicking “Pay Now” or you can add another transcript to your order by clicking “Request Another Transcript”.

**Student ID** 02250824      **Name** Casey Roo

Request Details		1 of 1
<b>Delivery Method:</b>	U.S. Mail	<b>Request Nbr:</b> 1
<b>Number of Copies:</b>	1	
<b>Processing Instructions:</b>	Process as soon as possible	
<b>Send to:</b>	Registrar's Office	
<b>School/Company Name:</b>	UMKC	
<b>Address Line 1:</b>	5100 Rockhill Road	
<b>Address Line 2:</b>	115 Administrative Center	
<b>City:</b>	Kansas City	
<b>Country:</b>	USA	<b>State:</b> MO <b>Postal Code:</b> 64110
<b>Comment:</b>		

**Total Number of Copies** 1      **\$7.00**

[<< Previous](#)      [Pay Now](#)      [Request Another Transcript](#)

Once you have clicked "Pay Now", you will be routed to QuickPAY for payment. Select the payment method you will be using. The options are electronic check or credit card. We accept Visa, MasterCard or Discover. Click continue when you are ready for the next screen.

University of Missouri  
COLUMBIA • KANSAS CITY • ROLLA • ST. LOUIS

Transcript Payer [Privacy Policy](#) [Contact Us](#)

[Make Payment](#)

### Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Account: Online Transcripts  
Payment Amount: \$7.00  
Payment Method: Select One...  
Select One...  
eCheck  
Credit Card

Continue

Enter the requested information: cardholder's name, card type, credit card number, expiration date, and email address. Click continue when you are ready for the next screen.

[Make Payment](#)

### Provide Credit Card Information

Please enter credit card information in the following fields, then click "Continue" button.  
NOTE: All fields are required.  
For help, please click on the question mark next to a field.

**Current Payment**

Online Transcripts	Payment Amount:	\$7.00
	Effective Date:	04/27/2011

**Credit Card Information**

Cardholder's Name:   
Card Type: MASTERCARD  
Credit Card Number:   
Expiration Date: -- MONTH -- / -- YEAR --

**Contact Information**

Email Address:

Continue Cancel

You will have the opportunity to confirm your payment information on the final screen. Click "Confirm" to complete your order.

The screenshot shows a web interface for the University of Missouri. At the top left is the university's seal and logo. The main header reads "University of Missouri" with "COLUMBIA • KANSAS CITY • ROLLA • ST. LOUIS" below it. A navigation bar includes "Transcript Payer" and links for "Privacy Policy", "Contact Us", and "Log Off". On the left, a sidebar contains a "Make Payment" button. The main content area is titled "Is this Credit Card information correct?" and includes instructions: "Please review credit card information." followed by a bulleted list: "To submit a payment, please click 'Confirm' button.", "To make changes, please click 'Edit' button.", and "To cancel a payment, please click 'Cancel' button." Below this are three sections: "Current Payment" showing a table for "Online Transcripts" with "Payment Amount: \$12.00" and "Effective Date: 04/27/2011"; "Credit Card Information" showing "Cardholder's Name: Casey Roo", "Card Type: VISA", "Credit Card Number: \*\*\*\*\*", and "Expiration Date: "; and "Contact Information" showing "Email Address: caseyroo@umkc.edu". At the bottom right, there are three buttons: "Confirm", "Edit", and "Cancel", with the "Confirm" button highlighted by a red rectangle.

Current Payment	
Online Transcripts	Payment Amount: \$12.00
	Effective Date: 04/27/2011

Credit Card Information	
Cardholder's Name:	Casey Roo
Card Type:	VISA
Credit Card Number:	*****
Expiration Date:	

Contact Information	
Email Address:	caseyroo@umkc.edu

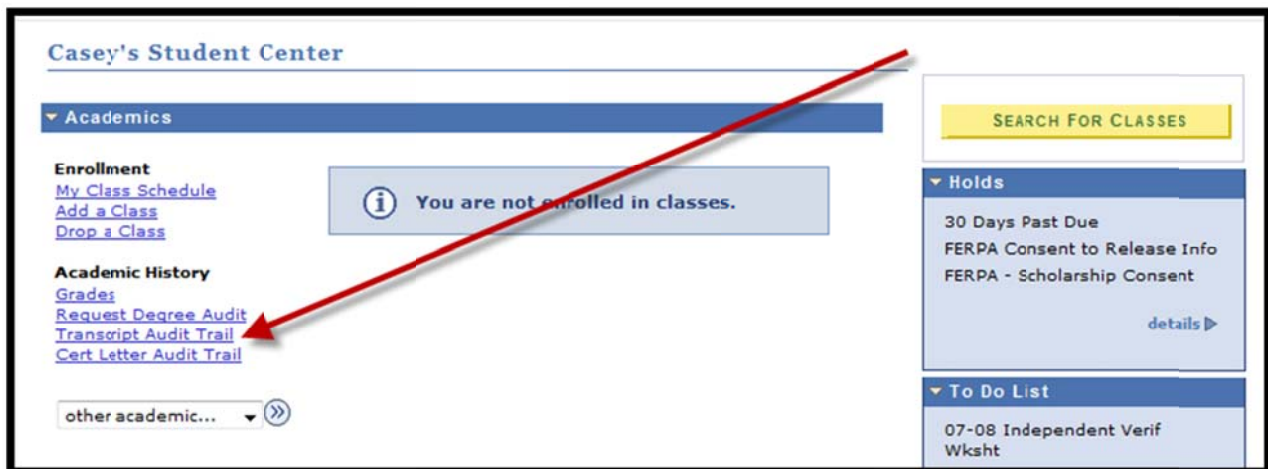
You will receive an email when your payment has been processed.

## How will I know when my transcript has been sent?

You can check to see if your transcript has been printed through the Pathway Student Center. Go to Self Service > Student Center.



Once you are at the Student Center page, select "Transcript Audit Trail" in the Academic History information section.



This screen will show all official transcripts that have been printed and sent from your record. You may need to click "View All" to see all of the transcript requests that have been fulfilled.

The screenshot shows a web interface for a user named Casey Roo. At the top right, there is a "go to ..." dropdown menu with a right-pointing arrow icon. Below this is the title "Transcript Request Audit Trail" underlined. A blue header bar contains the text "Transcript Requests" on the left, "Find | View All" in the center (with "View All" highlighted by a red box), and "First 4 of 8 Last" on the right. The main content area is a light green box containing the following information:

- Request Date** 10/29/2008
- Comments** COPIES= 1; PAGES= 1; TYPE=OFFIC; STATUS=Completed; ADDRESSEE= [REDACTED]; ADDRESS= UMKC; R&R Office; 5100 Rockhill Road; Kansas City, MO 64110;

If you need additional assistance, please call the student service line in the Registration & Records Office. You can call us at 816-235-1125.