STEPS TO ORDER TRANSCRIPTS ONLINE
• Go to www.sdsu.edu/portal and log-in to WebPortal

• Once on the main screen, click on “Official Transcript”.
If you agree with the transcript policies, check the box for “I Agree to These Terms”.
4. Complete the “Recipient” (who the transcript will be sent to) information
   - You can add yourself as a recipient
   - Choose the number of transcripts
   - Click continue when finished

5. Select your method of payment
   - Click on “Continue Checkout”
6. Carefully complete the payment information requested.

7. Click “Continue Checkout” when finished.

- REVIEW THE INFORMATION BEFORE YOU CONTINUE, TO PREVENT DISHONORED CHECK CHARGES.

- Click “Submit Payment”
A payment confirmation will be sent to the e-mail address provided. Please verify funds were deducted from your bank account. Expect 3 to 5 business days for delivery of transcripts.

For any questions, contact the Cashiers Office at (760) 768-5514.

*STUDENTS: Not all transactions are processed immediately. Deduction of funds may take a few hours or more than one business day.