HOW TO REQUEST OFFICIAL TRANSCRIPTS ON BANNERWEB

- Go to my.ltu.edu.
- Click the tab, BannerWeb then login to secure area
- Enter your Username (This is your 9-digit student number. Alumni use 5-digit student number with a 0 (zero) in front of it)
- Enter your 6-digit PIN (If this is your first time on BannerWeb, your PIN will be your birth date in the format: MMDDYY. After you login for the first time, you will be prompted to enter a new six digit PIN of your choice)
- Click Login
- Select Student Services and Financial Aid, Student Records, Request Printed Transcript

To Select a mailing address you may either:
  - Enter an External College Code (or click Look Up College Code to search)
  - OR-
  - Select one of your personal addresses
  - OR-
  - Select an Internal College
  - OR-
  - Type a name in the Issue to field

- Click Continue
- On the Select Transcript Type page, verify or enter the address you wish to have printed on your transcript.
- Change Transcript Type to Official Transcript and continue
- On the Transcript Request Information page, enter the Number of Copies (The maximum amount is 5 at one time)
- In-progress courses will be included on your transcript; you may change the cut-off term for these courses.
- To the right of Print Transcript:
  1. Select As soon as possible to have your transcript request completed within two business days.
  - OR-
  2. Select Hold for grades to have your transcript request completed after the current-term grades are posted.
  - OR-
  3. Select Hold for degree to have your transcript request completed after your degree is posted.

To the right of Delivery Method
  1. Select Pick-up if you wish to pick up your transcript at the One Stop Center after 2 days
  - OR-
  2. Select Standard Mailing to have your transcript mailed to the address selected

- Click Continue
- Review the information on the Transcript Request Confirmation page. If there is any incorrect information, use your browser’s Back button and correct the appropriate fields.
- Click Submit Request