

Clark Atlanta University

Office of the University Registrar

View and Print Unofficial Transcript

- 1.) Click on **LOGIN TO [BANNERWEB](#)**
- 2.) Click on **Enter Secure Area**
- 3.) Enter your student **ID#** and **PIN**
- 4.) Click menu icon **Student Services & Financial Aid**
- 5.) Click on **Student Records**
- 6.) Click on **Academic Transcript**
- 7.) Select the **Transcript Level**
- 8.) Select the **Transcript Type**
- 9.) Click on **Submit** button

Request an Official Paper Transcript

NOTE: Please review your unofficial transcript before making your request. Once the transcript request is submitted and authorized your transcript will be printed and processed.

1.) Click on **LOGIN TO**

Request an Official Electronic Transcript

Clark Atlanta University has partnered with Parchment for ordering electronic transcripts. If you have placed an order and received a transcript any time between the year 2000 to the present and you have your 900 ID# and PIN then you can place your order via Bannerweb.

- 1.) Click on **LOGIN TO [BANNERWEB](#)**
- 2.) Click on **Enter Secure Area**
- 3.) Enter your student **ID#** and **PIN**
- 4.) Click menu icon **Student Services & Financial Aid**
- 5.) Click on **Student Records**
- 6.) Click on **New E-transcripts**

Then following instructions on the Parchment website.

For questions regarding transcript request, please contact the Office of the University Registrar at (404) 880-8938 or transcripts@cau.edu.

- ♦ Log into **Bannerweb**
- ♦ Click **Enter Secure Area** and enter your 900 ID# and PIN.
- ♦ Click on **Student Services & Financial Aid** tab.
- ♦ Click on the **New E-transcripts** link.
- ♦ Create your **New Account** on the Parchment website.

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