Current Students

1. Login to Student Center and click on the make a payment link under the Finances section

2. Click on Make a Payment

3. Click on Transcripts

4. Click on Purchase Transcript
5. Select the number of transcript you would like to purchase then click on Add to Basket

6. Click on Checkout or click on continue shopping if you like to add rush services

**Note:** If you would like rush servicing you still need to pay for the individual transcript copy fee.
Former Students

1. Go to the Humboldt State University home page - [http://humboldt.edu/](http://humboldt.edu/)

2. Click on “S” in the A-Z index

3. Click on Student Financial Services
4. Click on Electronic Check or Credit Card Payments

5. Enter your Student ID # and PIN (Date of Birth) then click on Login. If you do not remember your Student ID # please scroll down to- How to retrieve your Student ID #

6. Click on Transcripts
7. Click on Purchase Transcript

8. Select the number of transcript you would like to purchase then click on Add to Basket

9. Click on Checkout or click on continue shopping if you like to add rush services

**Note: If you would like rush servicing you still need to pay for the individual transcript copy fee.

Please see next page if you don’t know your Student ID #
How to retrieve your Student ID #

1. Go to the Humboldt State University home page - http://humboldt.edu/

2. Put your mouse on Quick Links then click on Student Center

3. Click on Forgot User Name or Password
4. Click on Click Here to retrieve your User Name

5. Enter your personal information and click on Submit

6. This will give you your HSU User Name and your HSU ID Number (also known as Student ID #)

**Note: Return to step 5 of Former Students to finish your transaction**