1. Login to myHumboldt, then click on Student Center.

2. Click on the make a payment link under the Finances section.

3. Click on Make a Payment.

4. Click on Transcripts.
how to order transcripts
Current Students

5. Click on Purchase Transcript.

6. Select the number of transcripts you would like to purchase, then click on Add to Basket.

7. Click on Checkout or click on Continue Shopping if you would like to add “RUSH” services.

**NOTE:** If you select “RUSH” handling, you must still pay the Transcript Copy Fee.

8. Enter Credit Card or eCheck information. The payment system will provide you with a receipt number; please indicate this number on your Official Transcript Request Form and submit your completed request to the Office of the Registrar for processing.