how to order transcripts

Former Students

The online payment system requires your HSU Student ID Number. Steps 1-5 outline how to retrieve your Student ID Number. If you already know your Student ID Number, please proceed to Step 6.

1. Go to the Humboldt State University homepage: www.humboldt.edu

2. Scroll over Quick Links and select myHumboldt.

3. Click on Forgot Your User Name (this will also provide you with your Student ID Number).
4. Enter your personal information and click on submit.  

**NOTE:** If you attended campus prior to 1991, enter MM/01/YYYY for your birthday (e.g. a birthday of 06/17/1953, would be entered as 06/01/1953).

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

6. Return to the Humboldt State University homepage: [www.humboldt.edu](http://www.humboldt.edu).

7. Click on “S” in the A-Z index.
8. Click on Student Financial Services.

9. Click on Electronic Payments.

10. Enter your Student ID # and PIN (date of birth), then click Login.
11. Click on Transcripts.

12. Click on Purchase Transcript.

13. Select the number of transcripts you would like to purchase, then click on Add to Basket.
14. 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.

15. 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.