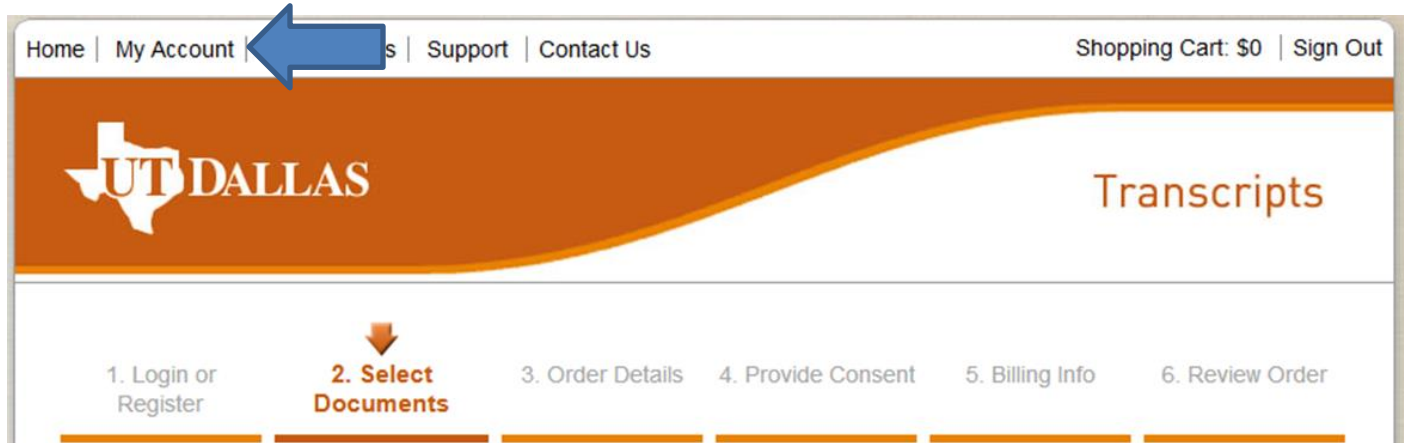


## Account information

1. **Alumni and Former Students** go to [www.utdallas.edu/registrar/transcripts](http://www.utdallas.edu/registrar/transcripts) and click on the **Former Student Reactivation form** link.
  - Complete the Former Student Reactivation form. Once your account is active, please follow the instructions below for current students. An account must be created before ordering a transcript.
2. **Current Students** log in to your Galaxy portal and choose the “Order Official Transcript” link. An account must be created before ordering a transcript.
3. Click **My Account** for account information and options




## To Update Account Information


- Click **View/Edit My Account Information** to change/update
  - a. Current students will be unable to edit Date of Birth once entered. If an error needs to be corrected call the Registrar’s Office at (972) 883-2342 or email [transcripts@utdallas.edu](mailto:transcripts@utdallas.edu) from your UTD email account.
- Click **View/Edit My Address Book** to change/update/add addresses.



## To View Order History


1. Click **Order Status**.
2. Click **View** next to each order to see order details and processing.


Home | My Account | Order Status | Contact Us  Shopping Cart: \$0 | Sign Out

 Transcripts

### My Order History

Displaying 1 to 10 (of 84 orders)

Order Number: 105748	Order Status: <b>Pending</b>
Order Date: Monday 06 July, 2020	
Billed To: 	
Products: 1	
Order Cost: \$10.00	
Recipient Name: Test	

 [View](#)

Order #105748

Products	Status	Qty.	Total
132314 - eTranscript	Processing	1	\$10.00
Delivery Mode - Electronic			
Processing Time - Normal			
Recipient Name - Test			
Email Address - [REDACTED]			
Document Date - 07/06/2020 9:12:50			
Purpose For Request - Other			
			Sub-Total: \$10.00
			Total: \$10.00

Status History & Comments

Date	Order Status	Comments
07/06/2020	Pending	Document 132314 updated: The document request has been received by the institution.
07/06/2020	Pending	Processing Document #132314
07/06/2020	Pending	Thank you for your document request

Billing Address

[REDACTED]