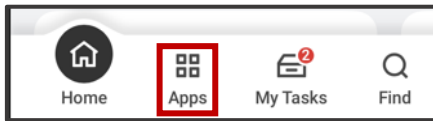


This quick reference guide (QRG) explains how to request an official transcript using the mobile app. Before you begin, make sure you have both the mailing address and email address for the person, company, or institution that should receive the transcript. If you need to send multiple transcripts, you will need to submit a separate request for each recipient. Only UACCB and CCCUA students can request an official transcript through Workday – all other students should contact their registrar’s office for information for ordering via NSC or Parchment.

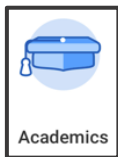
REQUEST OFFICIAL TRANSCRIPT

Login to the Workday mobile app:

1. Select **Apps** from the bottom Menu.



2. Select **Academics** from the list of Apps.



3. Under Educational Objectives select **Request Official Transcript** list.
4. Select the institution you need the transcript sent from using the **Institution** dropdown list.

5. Check the **Select Transcript Records** box.
6. Select the record you would like to send from the **Transcript Records** dropdown list. Typically, you will only have one option on this step unless you have completed multiple academic programs.



7. Optional – Select one or more Hold Options from the dropdown list.



Note: Selecting Final Grade will hold sending your transcript until final grades are entered. Selecting Degree Conferral will hold sending your transcript until your degree has been awarded.

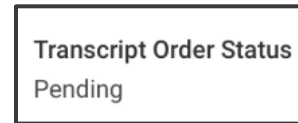
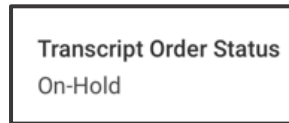
8. Select the **Delivery Method** from the dropdown list. This determines how the institution will send the transcript to your recipient, whose information you’ll enter in the upcoming steps.
9. Enter the **Number of Transcripts** you want sent to your requested recipient.

- 10. Enter the **Name or Organization** the transcript is being sent to in the text box.
- 11. Click the box that says United States of America and enter the mailing address for the person or organization you are sending your transcript to in the appropriate fields.
- 12. Click the next box and enter the email for the person or organization you are sending your transcript.

- 13. Click the **Request Transcript(s)** button.
- 14. Review your **Transcript Order**.



Note: If you selected a hold reason you will see **On-Hold** under the Transcript Order Status. If your request was submitted and has started the review part of the business process, you will see **Pending**.



Recipient Address

Name or Organization *

Arkansas

Newjob@gmail.com

Consent to Release *

Request Transcript(s)