CAP Transcript Request Directions:

**Digital Request & Unofficial Transcript Directions**
*Require MyUSI login information, if you no longer have this information, call (812) 465-1080 and be prepared to answer security questions, CAP student must be the caller for login information. **CAP student must be the caller for login information** due to F.E.R.P.A. privacy laws protecting all USI students, including those participating in CAP.*

You will need to go to [www.usi.edu](http://www.usi.edu)

1. Click on the 'MyUSI' link up near the very top of the page
2. Log in using the gray login box
3. Select the blue folder 'Self Service' icon on the left hand side of the screen
4. Screen should show 'Main Menu'
5. Click the blue 'Student' hyperlink
6. On the 'Student' screen, click the third blue link 'Student Records'
7. Click the link that says 'Unofficial Transcript'
8. Click 'Submit' without selecting anything from the drop down menus (leave those alone)
9. **Print** out the unofficial transcript for advisor/orientation/class registration

**Official Transcript Digital Request**

10. From that same 'unofficial transcript' screen, scroll down to the bottom to find the 'Request Printed Transcript' link
11. Proceed to complete the undergraduate transcript ordering process via the Parchment site and request to have your transcript sent directly to your institution if not attending USI. If you are attending USI, you do not need to request a transcript.