

May 5, 2020

Please save this with your college
planning information and share with
your parent(s)/guardian(s).

USI CAP Student,

Congratulations on nearing completion of your USI CAP course(s). The CAP Office is sharing details you'll need to view your final grades, unofficial transcript and request your official transcript. All of these actions can be completed in USI's student portal, [myUSI](#).

To Activate Your myUSI Account (*if you have not done so already*):

1. Visit [my.usi.edu](#) and click "Activate Account."
2. Provide required information (**including University ID: 000000000**) to receive verification code.
3. Enter verification code sent to your non-USI email.
4. Create and confirm password.
5. Username and login link are provided.

*Contact the IT Help Desk via email at it@usi.edu or leave a voicemail at 812-465-1080 if you are not able to access your account; **FERPA privacy laws prevent parents from calling on your behalf.**

Students who do not plan to attend USI should request that an official USI transcript be sent to their college on or after June 16, 2020 (when CAP grades are finalized). Select 'hold for grades' to ensure your transcript is processed after your grade is posted in the USI system.

USI will not send an official transcript unless you request it; visit [USI.edu/registrar/transcripts](#) for more information. Seniors should print an unofficial transcript from myUSI to take to college orientation.

Once logged into myUSI, unofficial transcripts are accessed through the blue Self-Service folder icon; then select Student, Student Records and Unofficial Transcript. Official transcripts may be ordered on the same screen. Students with a past-due balance will not be able to print an unofficial transcript, request an official transcript or register in future CAP or USI courses.

If you have any questions, reach us at cap@usi.edu or 812-228-5022. On behalf of USI and the CAP team, best of luck in your future endeavors.

Thank you,



Jaclyn Dumond

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USI Outreach and Engagement

University ID: **000000000**