

## Ordering a Transcript

Students/Alumni **WITH** an active BC User ID

- **Official Transcript**
  - Go to [baker.edu/transcripts](http://baker.edu/transcripts)
  - Click on Order Official Transcript (Active BC User ID)
  - Follow directions to complete the request
- **Unofficial Transcript for Students**
  - Log in to [my.baker.edu](http://my.baker.edu)
  - Click on OneStop
  - Click Unofficial Transcript
- **Unofficial Transcript for Alumni**
  - Log in to [my.baker.edu](http://my.baker.edu)
  - Click on Alumni Center
  - Click Unofficial Transcript

**WITHOUT** an active BC User ID

- **Official Transcript Only**
  - Go to [baker.edu/transcripts](http://baker.edu/transcripts)
  - Click Order Official Transcript (No Active BC User ID)
  - Click the purple Order Official transcript Tile
  - Click Create Account
  - Follow directions to complete the request
    - First Name, Last Name, Date of Birth and Last 4 Digits of SSN must match when you last attended Baker.