Requesting an Official Electronic Transcript

Click the LOCUS link to log in to LOCUS
Requesting an Official Electronic Transcript

Enter your Universal ID and Password and Click **Sign In**
Requesting an Official Electronic Transcript

Click Student Center
Requesting an Official Electronic Transcript

Choose **Transcript: Request Official** from the drop down menu and Click

Check for hold on your account. Certain holds will prevent you from requesting an Official Transcript.
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Choose Electronic Transcript and Click Submit
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Your University Student ID will appear. Remember to Copy it and to include the leading zeros. It will be needed later in the process. A new page will open outside of LOCUS. Continue to that page.
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Welcome to Transcript Ordering

No fee is charged for Transcripts sent via electronic delivery.

Transcripts cannot be processed for students with outstanding obligations to Loyola University Chicago. If you have questions regarding Holds on your record, please contact the Office applying the hold.

Transcripts sent to AMCAS or LSAC require an ID number. For Electronic Transcripts to be delivered to another University, please review the list of schools in the Network. Electronic transcript delivery is available to students who have attended Loyola University Chicago in Fall, 1983 or later.

You can pay for your transcript order, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank. Order updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.

The following may be required to order a transcript online:

✓ An email account
✓ Your signed consent

Questions? Check Transcript Ordering Help.

Click Start
Requesting an Official Electronic Transcript

Complete the information as requested. You will need your University Student ID to complete this page.

Electronic Transcripts are not available for students who attended Loyola prior to 1983. Individuals who attended prior to 1983 must request a paper transcript.

Click **Next** when finished
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Choose the transcript recipient. If more than one recipient is needed, another can be added after this initial step.

When finished choose Next.
Requesting an Official Electronic Transcript

Complete the information as requested. You can choose either **Save & Add Another Recipient** OR if you are only requesting one transcript choose **Next** to continue your order request.
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Choose the transcript recipient. If more than one recipient is needed, another can be added after this initial step.

When finished choose Next.
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Verify the information is correct.
You can choose either **Save & Add Another Recipient**
OR
if you are only requesting one transcript choose **Next** to continue your order request.
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Review the information.

You have the option of receiving status updates via text message.

When ready, click **Place Order**
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Choose which format you would like to sign the consent form. You can sign online via a paperless form OR download the form and email a copy to registrar@luc.edu.
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Sign in the box using your mouse.
Check the **Self-certification Statement**.
Click **Submit**.
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Your transcript order request is complete. Keep your confirmation number for your records and to check the status of your order request.
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To check the status of your order, return to the order request page and use the Track Your Order feature with your Transcript Order #.