STUDENT/STAFF/FACULTY
Request Official Transcript

To learn about processing and delivery options for requesting an official transcript, visit https://www.pensacolastate.edu/transcripts/.

Click the *Transcript Ordering* link to request via National Student Clearinghouse. Look for both of our logos in the top right-hand corner of the page. You can also access the National Student Clearinghouse via Myhub, a free and secure online application they provide.

We recommend for tracking and confirmation purposes, mailed delivery, or to send electronically outside of the state of FL, request through these methods. To send a transcript to another Florida State College or University free of change, order through Spyglass by clicking Transcript and Lookup Florida School through FASTER (Florida Automated System for Transferring Educational Records).

Notes: If a request is submitted for a Florida State College or University transcript through National Student Clearinghouse instead of Spyglass and FASTER, the registrar's office will cancel the request and process it via FASTER to ensure there is no charge.

Instructions via the Transcript Ordering Link from our PSC transcript webpage:
1. Fill in the student's personal information, identification information, enrollment status, and requested dates (if no longer enrolled at PSC).
2. Click **Continue**.
3. Complete the contact information, disclaimer about receiving text messages, and confirm if the school can use the information provided to update their records.
4. Click **Continue**.
5. Complete the Transcript and Delivery Details for all the necessary fields.
   - It is $2.50 per destination.
   - The request is free of charge if being sent to another Florida State College or University by submitting the request via Spyglass as indicated above.
6. Click **Checkout**.
7. Sign the Electronic Consent Form
   - Click **Accept Signature**.
8. Click **Continue**.
9. Complete all the payment details. *The charge will occur only when the transcript is fulfilled.*
10. Click **Submit Order**.

Instructions via Myhub for Students
1. Visit https://www.myhub.org to log in or create an account. Through Myhub, you can also download and print advanced registration and enrollment certificates. For more information about Attendance Verification, view job aid Student – Attendance Verification.

Create Myhub Account
- After clicking *Create Your Account*, enter your college name.
- Review and accept the terms and conditions and click **Next**.
- Set up multifactor authentication to add a layer of security with a *Google Authenticator, SMS Authentication*, or *Email Authentication*.

- Complete your personal information to request the code.
- Enter the code and verify.
- Configure any additional multifactor authentications or click **Finish**.
- To view enrollment History, click *See All Enrollment History.*

2. Click *Order Transcript*.
3. Select the college attended.
4. Proceed with the same steps as above.
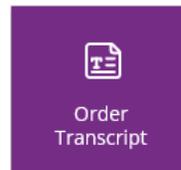
Notes: If degrees, colleges attended, or enrollment history is unavailable, it may be that the colleges you attended do not participate in Myhub. Contact your college to request a revision of your education data in Myhub.