

Instructions to request Transcripts online

****PLEASE NOTE THAT ONLY THOSE STUDENTS THAT HAVE ATTENDED NMHU SINCE 1990 AND HAVE A CURRENT STUDENT ACCOUNT CAN REQUEST TRANSCRIPTS ONLINE. IF YOU HAVE ATTENDED NMHU SINCE 1990 BUT DO NOT HAVE A CURRENT STUDENT ACCOUNT YOU MAY CONTACT OUR HELPDESK AT 505-454-3496 FOR HELP LOGGING IN. PLEASE NOTE THAT YOU ARE NOT ABLE TO REQUEST A TRANSCRIPT ONLINE IF YOU PLAN ON PICKING IT UP FROM THE OFFICE OF THE REGISTRAR. ALL TRANSCRIPTS ARE \$2.00 EACH WHICH MUST BE PAID IN ADVANCE. FAXED TRANSCRIPT (NOT OFFICIAL) ARE \$5.00 WHICH MUST BE PAID PRIOR TO THE FAX BEING SENT.****

1. Please go to www.nmhu.edu and click on My NMHU
2. Click on Enter Secure Area-here you will have a choice to login with your username and password or your Banner Id & pin.
3. Click on Student and Financial Aid
4. Click on Student Records
5. Click on Request printed transcript
6. Only enter the Issue to Field-**LEAVE ALL OTHER FIELDS BLANK**
Remember the Issue to Field is only for a School/Company/Individual name
7. Click continue
8. Select the Transcript Type = NMHU Transcript (NMHU **only releases NMHU records and will not release any records from any other institutions you must contact the institution for those records**).
9. Enter the address where the transcript(s) will be mailed beginning in Street Line 1- **DO NOT ENTER A COUNTRY IF THE TRANSCRIPT IS BEING MAILED IN THE US DO NOT ENTER A PHONE NUMBER.**
10. Click continue
11. Indicate the number of copies you would like mailed to the address you entered on the previous screen.
12. Check the box if you want the transcript official or unofficial.
13. Select the In Progress Cut Off Term as the most current term
14. Select the delivery method-**THE DELIVERY METHOD MUST BE SELECTED OR THE TRANSCRIPT WILL NOT PRINT.**
15. Click continue
16. Verify that all of the information is correct and click, submit to submit your transcript request.

****Please note that once your request has been submitted you may not change your request we are not allowed to make changes to the requests that students submit online.****

Processing time for transcripts

The processing time for requests that are submitted online is 2-3 working days during no peak times and 7-10 working days during peak times.