

NLU Online Transcript Ordering

National-Louis University has authorized the National Student Clearinghouse (NSC) to provide transcript ordering online.

Currently only transcripts to be sent 'Now' which are not awaiting grades or a degree posting are available through the online ordering process.

The NSC site walks you through placing your order, including delivery options and fees. If you have not attended a course at NLU since Summer of 2003 you will be required to use the Clearinghouse secure site (as opposed to the NLU portal) and will be required to print, sign, and fax a consent form to the NSC before your order can be completed.

You will be able to check the status of your transcript order online at the NSC and you will receive email updates whenever the status of your request changes.

If you need help or have questions about the NSC transcript ordering service, you can contact them at transcripts@studentclearinghouse.org or phone 703.742.7791.

Access Options...

"I've taken courses since Summer 2003"

If you have been enrolled at NLU anytime since Summer of 2003 you have an [NLU Portal](#) account and should order your official transcripts [here](#) to avoid having to print, sign, and fax a consent form.

View ["Since Summer 2003" Process](#)

"All my courses were before Summer 2003"

If you have not been enrolled at NLU since Summer of 2003 you can order your official transcript online here, at the [Clearinghouse secure site](#)

View ["Before Summer 2003 Only" Process](#)

Enrolled Since Summer 2003

1) Login to the NLU Portal (<http://my.nl.edu>)

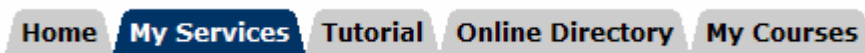
Secure Access Login

User Name:

Password:

(There are login instructions below the login box if you need assistance with your account information.)

2) Select the “**My Services**” Tab



3) Select the “**This link will take you...**” link

My Services



This link will take you to the NLU self service section where you can register for courses, search the course catalog, view grades and transcripts, update your personal information, and access many other administrative services.

4) Then select the following links:

- **Student**
 - **Student Records**
 - **Request Official Academic Transcript**

5) This will redirect you to the National Student Clearinghouse site to place your transcript order.

Enrolled Before Summer 2003 Only

(Will be required to print, sign, and fax consent form to National Student Clearinghouse which will be on file for a period of one year.)

1) Start at the [Clearinghouse secure site](#).

(Alternatively, you can navigate to the same link above by going to www.studentclearinghouse.org and selecting the "Order a Transcript" link. You will then need to select the school you wish to order a transcript from.)

2) Next, you will want to read the information on the page about transcript requests. If you have further questions, see the transcript ordering FAQs at the bottom of the page. When ready to begin, click the button.

If you want to check on the status of your order at a later date, return to this site and enter your order number and email address in the box.

Track Your Order

Your Transcript Order #:

Your Email Address:

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

3) You will then be guided through the National Student Clearinghouse site and can place your transcript order.