Accessing *eTranscripts* via Student Portal

1. Login to the Student Portal using your Lehigh email ID (without the “@lehigh.edu”) and your Lehigh email password.

![Login to the Student Portal using your Lehigh email ID](image)

2. Click the “Banner” icon in the upper right corner of the Student Portal Screen.

![Banner icon in the upper right corner of the Student Portal Screen](image)

3. Then select either “Student Services” from the menu or click the tab.

![Student Services tab](image)

-OR-

4. Click the “Student Academic Records” link.
5. Click “Request Official Transcript”

If you don’t have any holds then you will be transferred to the eTranscript electronic transcript ordering screens. Follow these screens to request an electronic transcript, a mailed transcript or request a transcript to be picked up.