Accessing eTranscripts via Secure Area

1. Once in the secure area click “Enter Secure Area”

![Login Screen](image)

2. Login using your LIN (9 digit number beginning with an “8”) and PIN

![Login Form](image)

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

![Menu Options](image)

-OR-

![Student Services](image)
4. Click the “Student Academic Records” link

Student Services

Registration
Check your registration status; Add or drop classes; Select variable credits; Display your class schedule.

Student Academic Records
View your holds: Display your grades and transcripts; Review Degree Audits; Pennsylvania Act 48 requests.

Student Bursar Office Records
View charges and payments on your Bursar Account: Make payments; Display 1098T tax information.

Parent Access
Click here to set up access for your parent(s)/guardian(s) to view your student records.

5. Click “Request Official Transcript”

Student Academic Records

View Holds
Midterm Grades
Final Grades
Grade Detail
Academic Transcript
Request Official Transcript
DARSWeb
Request and review degree audits (DARS).
PA Educators - Request Act 48 Processing
Free Self-Service Online Enrollment Verification

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.