Official Transcript Orders
(For Unofficial Transcripts, see other side)

Current Students

1. **WebOpus**
   - Login to [https://thefort.fortlewis.edu](https://thefort.fortlewis.edu) with your username and password, and select:
     - WebOpus, at the bottom of the External Quicklinks box
     - Student Services And Financial Aid
     - Student Records
     - Request Printed/Official Transcript
     - Click on the National Student Clearinghouse link (you will be directed to their site) and see Step 2, below

2. **Go to [www.getmytranscript.com](http://www.getmytranscript.com) (National Student Clearinghouse)**
   - On the home page, click on the orange tab on the right, Order-Track-Verify
     - Choose Fort Lewis College from the drop-down box and submit
     - Scroll down and click on the Order Transcript button
     - Enter your payment information and the recipient’s address, as instructed.
       - On the screen which requests your social security or student ID number, you may enter EITHER one, you do not need both.
     - Watch for either an electronic confirmation of your signature, or an email with a form to sign and return to the clearinghouse via fax, or email a scanned image of the form.
     - Transcripts ordered **online** are mailed out by the Registrar’s Office within 1-2 business days once the order is complete. This includes Express Mail orders.

3. **Order form if you do not have a Credit Card or Debit Card**
   - Print the Official Transcript Order Form found on the Registrar’s Office Home page
   - Drop off or mail to Fort Lewis College Registrar’s Office, 1000 Rim Drive, Durango, CO 81301.
   - These requests are processed within 5-7 business days.
   - Payment may be made by check or money order, payable to Fort Lewis College. Do not send cash.

Previous Students/Alumni

- Follow Step 2 or Step 3, above.

Expedited Delivery
This service utilizes USPS Express Mail and will deliver to PO boxes. This is a 24-hour overnight service in the State of Colorado and two day service outside of Colorado. The current fee is $19.99 per address, in addition to the transcript fee. You will choose this option from the National Student Clearinghouse website. Express Mail transcripts ordered **online** are mailed out within 1-2 business days once the order is received by the Registrar’s Office. Please be sure to allow time for processing and mailing.

Please Note
- Orders are not accepted by fax, email or phone. Faxed requests will be shredded to protect your privacy.
- FLC does not send transcripts via email.
- Transcript fees are non-refundable.
- All HOLDS on student accounts must be cleared before transcripts will be released.
- All processing times listed depend upon receipt of the consent form. Please be sure to allow time for processing and mailing.
Unofficial Transcripts

Current Students, or Previous Students/Alumni with a valid username/password:

Note: Username and password remain valid for 3 semesters after leaving Fort Lewis College

WebOpus
Login to https://thefort.fortlewis.edu with your username and password, and select:

- WebOpus Tab
- Student Services And Financial Aid
- Student Records
- Academic Transcripts
- Transcript Type: Unofficial (Drop Down Arrow)
- Submit
- Print or Save

If you need to order transcripts for the following Fort Lewis College scholarships ONLY, you may use an UNOFFICIAL TRANSCRIPT: Teacher Education, Fort Lewis Foundation Scholarship, SOBA Scholarship, or Education Outreach.

UNOFFICIAL TRANSCRIPTS ARE ONLY AVAILABLE FOR STUDENTS WHO ATTENDED FROM SEPTEMBER 3, 1991 TO PRESENT.

Unofficial transcripts are not available to students who attended Fort Lewis College prior to September 3, 1991. Please follow the instructions on the other side for ordering an official transcript.

IF YOU DO NOT HAVE A CURRENT, VALID USERNAME AND PASSWORD, and attended after September 3, 1991, you may follow these steps to obtain access to the Fort Lewis College computer system, and then print an unofficial transcript.

Go to the portal, https://thefort.fortlewis.edu/

- Click on either Retrieve your Username or Reset your Password link on the upper left hand side of the page, in the Student Account box
- Choose Activate Your Account and follow the instructions
  - If you used a middle name here, you must enter at least the first initial. If you did not use a middle name, leave that field blank
  - If you are having trouble getting reactivated, you may call
    - IT Department at (970) 247-7444
    - Student Records Specialist (Registrar’s Office) at (970)-247-7388

Once you have your username and password you may return to https://thefort.fortlewis.edu/, login and follow the instructions at the top of this page.

Notes:
Orders are received from the National Student Clearinghouse once a day, usually one to two business days following a weekend or holiday. Fort Lewis College will be closed in observance of the following holidays: New Year’s, Memorial Day, Independence Day, Thanksgiving and Christmas. The college is also closed for the winter break December 25-January 1. For transcripts ordered during the Thanksgiving and Christmas/winter breaks, information concerning the dates of these breaks will be posted on WebOpus and on the National Student Clearinghouse website.