



Student Portal Navigation

Official Transcripts

CHAMBERLAIN UNIVERSITY

HOW TO REQUEST OFFICIAL TRANSCRIPTS

Each student will receive one complimentary electronic transcript sent automatically to the email on file upon conferral. Any additional copies will cost \$10 for each electronic transcript and \$15 for each paper transcript.

Please note: Chamberlain University retains the right to hold the issuance of transcripts for students owing money to any Atdalem Global Education institutions, owing library books or fines, failing to return Chamberlain property or for other serious situations, as warranted. However, transcripts can be released to your state Board of Nursing at no charge.

STEP 1: VISIT THE MY CHAMBERLAIN COMMUNITY

Visit the My Chamberlain community at community.chamberlain.edu. Log in using your Student ID (D#) and Password.

STEP 2: ACCESS SCHEDULE & GRADES

On the My Chamberlain community, click or tap on the “Schedule & Grades” link in the “Academics” section from the main navigation.

The screenshot displays the My Chamberlain University community portal interface. On the left, a navigation menu is visible with the following sections: Home, Community, ACADEMICS, eBooks, Print on Demand, FAQs & Articles, Chamberlain Updates (News), Calendar of Events, RESOURCES, Chamberlain Achieve, Standards & Rights, Wellness Center, Career Services, Practicum, My Evaluations, Compliance, MY ACCOUNT, Account Overview, Itemized Statements, Financial Awards, Document Center, Attendance Appeals, and Support. The 'Schedule & Grades' link under the ACADEMICS section is highlighted with a red box, and a red arrow points to it from the right. The main content area features a personalized greeting: "Good afternoon, Jennifer." Below this, a message states: "Everything you need to manage your academic experience can be found here—from tracking your grades to contacting our support teams to submitting practicum applications, and more." There are two main content boxes: "My Schedule" and "My Events". The "My Schedule" box contains a course entry: "Adv Rsrch Meth:Evid-based Prac" (NR-505NP-0) for the period "Feb 28 - Apr 24, 2021" in "America/Chicago". The "My Events" box contains the text: "We'll save the events you in attending here." Below these is a "From the Community" section with a "My Feed" tab and a "Bookmarks" tab. The feed shows a post from "Test Student Alumni QA Group — Alex Cade-White (Customer)" dated "April 7, 2021 at 4:29 PM". The post content reads: "Hi everyone! I'm so excited to start my classes as a CU Student!". Below the post are buttons for "LIKE", "COMMENT", and "SHARE", and a "2 views" indicator.





STEP 3: OFFICIAL TRANSCRIPTS


You can access the "Official Transcripts" page by clicking or tapping on "Official Transcripts" from the "Quick Links" section.


Quick Links

[Unofficial Transcripts](#)

[Official Transcripts](#) 

[DegreeWorks](#) 

[Print Grade Card](#) 

[Enrollment Verification](#) 





STEP 3: COMPLETE THE TRANSCRIPT REQUEST FORM

You will be re-directed to a new website. You can continue with this guide or [watch this tutorial video](#) to see how you can request an official electronic or paper transcript.

On the new page, add your address details and hit **Submit** to move forward.

Students can also click on **Order Status** in the top navigation tab at any time to view the status of a transcript request.

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 1. Login or Register2. Select Documents3. Order Details4. Provide Consent5. Billing Info6. Review Order

Address Details

Welcome to the Chamberlain University document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.


First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="....."/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	*(Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Please select ..."/>	*
Post/Zip Code:	<input type="text"/>	*
Country:	<input type="text" value="United States"/>	*
Telephone:	<input type="text"/>	*
Email Address:	<input type="text"/>	*



STEP 4: CHOOSE A LOCATION FOR YOUR TRANSCRIPT

For this next section, you will be required to select a location to send your transcripts. You can use the search function to find a list of other institutions or you can choose to send to yourself, another individual or a Third Party.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out




CHAMBERLAIN UNIVERSITY

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email



 **SEARCH**

Or Send to Yourself, Another Individual, or Third Party

Once you have chosen a location, you will be given the option to choose the method of delivery (eTranscript or Paper Transcript). Click on the product type to move forward.

Note: In some cases, you might not be able to request a paper transcript if the location you selected only accepts eTranscripts.

Select Product Type

	<p>eTranscript</p> <p>Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...</p>	\$10.00
	<p>Paper Transcript - Mailed</p> <p>Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: This is the fastest,...</p>	\$15.00