



# Online Student Transcript

1. Click on [ASU Online](#) on the home page
2. Enter User ID (Athens State generated ID number)  
Enter PIN (as assigned to you) – 6 digits
  - 1<sup>st</sup> Time Login**
    - a. You will be prompted to change your PIN to a different 6-digit PIN**
    - b. You will be asked to make up a security question and a one word answer**
3. Click on [Student Information](#)
4. Click on [Student Records](#)
5. Click on [Academic Transcript](#)
6. Next screen shows Display Transcript - Select Level and Type  
Click on the Submit Link
7. Next screen displays your [Academic Transcript](#)

