

How to Request Transcripts Online

- 1) Go to the **Student Self-Service** website (<http://www.rowan.edu/selfservice>).
- 2) Click “**Access Banner Services.**”
- 3) In the “**User ID**” field, enter your 9-digit **Rowan ID** number. In the “**PIN**” field, enter your **PIN** number. If you have never logged into the Student Self-Service system, your **PIN** number will be your **6-digit birthday**, in the format **MMDDYY**.
- 4) When you get to the **Main Menu**, click the “**Student & Financial Aid**” link.
- 5) On the **Student & Financial Aid** menu, click the “**Student Records**” link.
- 6) Once at the **Student Records** menu, click the link for “**Request Printed Transcript.**”
- 7) Follow the prompts for requested information. (Please note that for “Transcript Request Address,” you may only choose ONE option. Regardless of the option you choose, you will have a chance to verify and, if necessary, correct the address to which the transcript will be sent on the following screen.)

How to Obtain a Banner ID Number

Please call the Registrar’s Office at 856-256-4360. You will be asked to provide your SS#, name, birth date and a valid email address. We will then email you instructions along with your ID#.