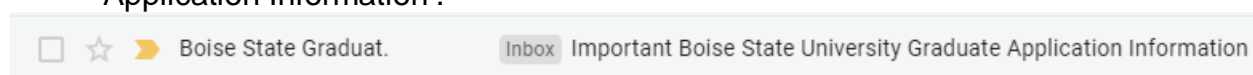


Instructions for Checking your Transcript Status

Accessing your myBoiseState Account

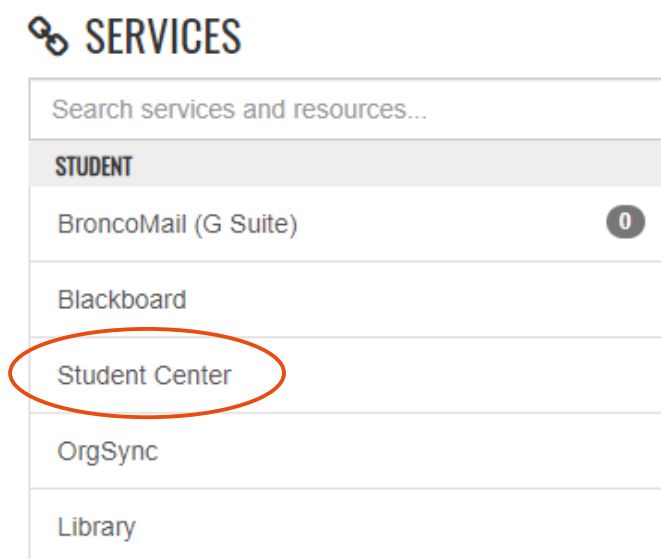
1. If you have not already done so, you will need to activate your myBoiseState account.
2. Information to setup your account is sent to you when you first submit your application in an email titled 'Important Boise State University Graduate Application Information'.



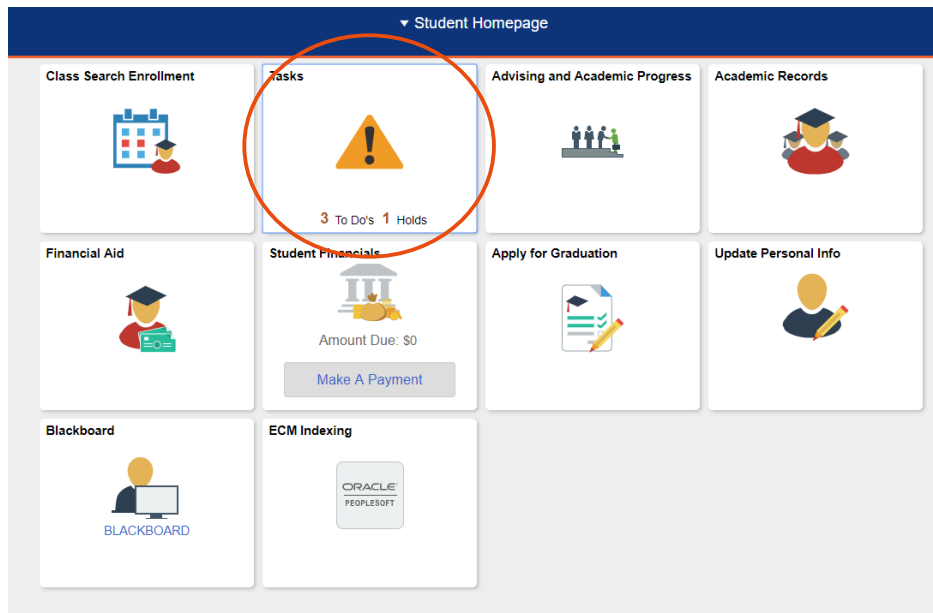
3. Go to my.boisestate.edu and click on "Reset/Create Password". Fill out the required information. You will need to reference your username and ID number from the email.
4. After you've set your new password, return to the login screen for my.boisestate.edu, enter your information and select 'Sign In'.

Where to Check if we have Received your Transcripts

1. Once you have activated your myBoiseState Account, visit your Student Center located on the right hand sidebar.



2. In your Student Center, select 'Tasks'.



3. You will see any outstanding transcript requests under you To-Do list items.
- a. An Official Transcript means we require your degree to be sent as is
 - b. An Official College Transcripts with Degree means that we will require you to send us your transcripts again after you have been awarded your degree.

Official College Transcript	Initiated	>
Official Coll Trans w/ Degree	Initiated	>

4. Clicking on each item will let you know which university you are missing transcripts from.

Task Details ×

Official College Transcript

Organization **Boise State University**

Please submit an official transcript sent directly from the organization listed above.

Trouble with your Transcripts or myBoiseState Account?

If you have questions regarding your transcripts, please review the following troubleshooting guide regarding some of the most common issues and concerns.

If you are experiencing problems regarding your myBoiseState account, you may contact the OIT Help Desk at helpdesk@boisestate.edu or (208) 426-4357.

If you are experiencing issues with your transcripts, please contact the Graduate College office at gradcoll@boisestate.edu or by phone at (208) 426-3903 and we will be happy to assist you.

I know I sent in my transcript, but it's showing up on my To-Do list.

- Don't panic! First, verify that you did send us your transcript. This may be an email confirmation from your university or postal receipt. Before contacting us, please have the following information ready:
 - How it was sent (electronically, post, fax, etc.)
 - When it was sent (or when it was received)
 - Which university was it from
 - Any former names that might have appeared on your transcript

My To-Do list is showing a transcript that I am unable to get due to a college closure.

- In the situation of a college closure for any reason, please contact the Graduate College.