

## A STEP BY STEP GUIDE FOR SARA SCHENIRER STUDENTS

# HOW TO ORDER MSV TRANSCRIPTS

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IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MRS. LIEBA BERGER AT [LBERGER@SARASCH.COM](mailto:LBERGER@SARASCH.COM)

## STEP ONE

To retrieve your student ID number:

- Visit <https://mountsaintvincent.edu/>
- Click on **MY CMSV**
- Click on **Self-Service**
- Click on **Forgot Your Mount ID?**

Then fill out the form that comes up.

To get your Student ID, enter the required fields below:

Enter your first name:	<input type="text"/>
Enter your last name:	<input type="text"/>
Last 4 digits of your SSN:	<input type="text"/>
Date of Birth (format mmddyyyy):	<input type="text"/>

Please double check that all information is correct before submitting.

## STEP TWO

Log in to Self-Service to order your transcript

- Visit <https://mountsaintvincent.edu/>
- Click on **MY CMSV**
- Click on **Self-Service**
- Click on **Enter Secure Area**

Your User ID is a 9 digit number beginning with 000

Your PIN is your date of birth, MMDDYY format

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

## STEP THREE

Once you are logged in to Self-Service

- Go to the **Student** tab
- Click on **Student Records**
- **Request Printed Transcript**

## 3 Types of Transcripts

1. **Unofficial** View and print an unofficial version of your transcript.
2. **Official Paper** Order a paper transcript to be mailed to your recipient.
3. **Official PDF** Order an e-transcript to be sent as a PDF via encrypted email.

## Unofficial Transcript

- Click on the **Student Tab**
- Click on **Student Records**
- Click on **Academic Transcript**
- Click on **Submit**
- Ctrl+p to **Print Transcript**

## Official Paper Transcript

- Click on **Request Printed Transcript**
- Select 1 of the 4 options
- Click on **Continue**
- Select the number of copies requested
- Click on **Continue**
- Click on **Submit Request**

## Official PDF Transcript

- Click on **Request Printed Transcript**
- By the **Issue To** field, provide the email where the transcript should be sent.
- Click on **Continue**
- Select the number of copies requested
- Click on **Continue**
- Click on **Submit Request**

## STEP FOUR

- Click on **Click here to pay for transcript request**
- Under Available Items, click on **Transcript Request**
- Click on the item
- Click on **Add to Payment**
- Click on **Pay Now**
- Click on **Continue**
- Follow the prompts to submit payment