

How To Order Transcripts

- Log in to one.ufl.edu using your Gatorlink ID and Password. If you have forgotten your Gatorlink ID or Password, you can contact the UF Help Desk at 352.392.4357 or try the self-service reset at [Gatorlink Account Management - Forgot Password \(ufl.edu\)](#)
- Select the “hamburger” icon (the three horizontal lines) in the upper left of the screen
- Select **Transcripts** then **Order a Transcript**
- Select the **Green** mailbox titled **Order My Official Transcript**. You’ll be redirected to **Myhub**. Enter your Gatorlink ID and password.
 - o You’ll be taken to a screen titled **Set up multifactor authentication**. There are three options to receive a authentication code: 1. **Google Authenticator** is an application you’ll need to download. 2. **SMS Authentication** is a code sent via text message. 3. **Email Authentication** is a code sent via email. After selecting your preferred option enter the code.
- The next page will be titled Transcript Ordering Center. Please read through the information, then select **Order Transcripts** at the bottom of the page.
- **Step 1: Enter Personal Information**
- **Step 2: Select Transcript and Delivery Details**. In the Recipient box select the appropriate recipient. Fill in the required details and select continue. On the next page, select **Current Transcript Process As Is**
- In the next box select the applicable reason
- In the next box select **Electronic (\$1.00)**
- In the next box enter the number of copies you’d like. You only need one copy. Transcripts are \$10/copy.
- Click Yes to accept terms of electronic transcript transmission
- Then **Checkout**.