WORKDAY STUDENT TRAINING

How to Order Official Transcripts

You can access the UBC Official Documents Tool with your Campus Wide Login (CWL) from within Workday, or you can directly log in to the <u>UBC Official Documents Tool</u> [https://ubc.appiancloud.com/suite/sites/ubc-official-documents].

Instructions

Step 1: Access the UBC Official Documents Portal

On your Academics dashboard, find the link to access the UBC Official Documents (ODMT).

≡ MENU				Q Search				Û	£	8
← Aca	ademics									۵
Academics	Registration & Co	nurses Graduation Support Elections								
Cumula	tive Average 73.0	B.S., Major in Cognitive Systems, Option in Cognition and Brain (Vancouver) 5 Satisfied d'21 Requestments	٠	My Holds Held Readon Description No	ion Resolution instructions	() Held Types *	Academic Records View My Academic Record View My Academic Progress View My Grades Academic Planning Evaluate Academic Requirements View Evaluated Academic Requirements View Evaluated Academic Requirements UDC Academic Calendar UDC Academic Progress UDC Academic Progress UDC Academic Calendar			

Step 2: Order Official Transcript

In the ODMT student view, select **Official Transcripts** from the left menu.

			UBC Appian TEST			
OF BRITISH COLUMBIA						UBC Official Documents - 🌘
February 23, 2024						Welcome
Order Options	Order History					
Official Transcript Confirmation of Enrolment Letter	ID	Document Type	Status	Total	Created At	1 Created By
Program Completion Letter	19438 🛃	Official Transcript	Canceled	11.00	2/22/2024 10:49 PM	
Tax Form T4A						
Tax Form T2202						

Order Official Transcripts by entering the following:

- a. Enter the Requestor Email
- b. Click Add Recipient
- c. Click Request

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l Transcript			
ecipients.			
Request	Order Summary	Confirmation	
Until September 1, 2024, information on transcripts may take up to 2 changes recently to your courses or have had new grades added to y	2 days to be updated with course and grade changes. This primarily impacts su your record, we advise you to consider requesting a transcript in 2 or more day.	ammer 2024 registration and grade information. If you have made s from today (or the date of the changes).	
Student Name:			
equestor Email *		22/255	
Add Decisiont			
lease add one or more recipients using 'Add Recipient'.			
			REQUEST
e) e	Request Until September 1, 1923. Information en transcripts may take up to changes recently to your courses or have had new grades added to student Name: questor Email * Add Recipient use add one or more recipients using 'Add Recipient'.	Request Order Summary Under Subcreation on transactivity may take up to 2 days to be updated with course and grade changes. This primarily impacts as transcript in 2 or more day Studient Name: Add Recipient. ass add one or more recipients using "Add Recipient".	Request Onder Summary Confirmation text dependent 1. 2224. If domatation on transcriptet may take up to 2 days to be updated with course and gode changes. This primarily impacts summer 2024 registration and gode information. If you have made changes recently to your courses or howe had new grades added to your record, we advine you to consider requesting a transcript in 2 or more days from today (or the date of the changes). student Name:

Step 3: Enter the Recipient Details

- a. Select the **Recipient Type:** you can choose either "Institution" or "Other".
 - Institution allows you to select from the drop-down menu.
 - If you cannot find the institution from the drop-down menu, choose Other to fill in the details manually.
- b. Select the Institution from the drop-down menu. Institution details will auto-populate below.

nstitution *	
Langara College - Office of the Registrat	- e-transcript

(e-transcript example)

c. Select the **Delivery Type:** you can choose either "Print" or "Email PDF."

If you choose **Print**, you will need to select the **Delivery Option** and confirm the delivery details. Fill in the **Special Instructions** if applicable.

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Delivery Type *		Delivery Option *			
Attention					
					0/255
Address Line 1*		Address Line 2		City*	
1025 Connecticut Ave NW	23/255	Suite 1103	10/255	Washington	10/255
Province *		Postal Code *		Country *	
DC	2/255	20036	5/255	United States of America	•
Phone Number*		Number of Copies *			
		1			
Special Instructions					
					0/255
If there are special instructions, transcript delivery n	nay be delayed.				

If you choose **Email PDF**, you will need to fill in the **Email** and add **Attention** if needed. Fill in the **Special Instructions** if applicable.

If **Special Instructions** are added, Enrolment Services Records Staff will review the Special Instruction to process the request.

Delivery Type *	
○ Print ● Email PDF	
Attention	
	0/255
imail*	
	0/255
Special Instructions	
	0/255
f there are special instructions, transcript delivery may be delayed.	

d. Click **Request** at the bottom right of the pop up.

February	Order Officia	al Transcript Recipients.						Vendy
Order		Recipient 1						
0rder 0 0 0 0 0 0 0 0 0 7 0 7 0 7	3	Recipient 1 Recipient Type* Institution Other Institution* Alexander College - Vancouver Campus Delivery Type* Print © Email PDF Address Line 1* 101 - 4603 Kingsway Province* BC Phone Number* Special Instructions If there are special instructions, transcript deliver Nodd Recipient	19/255 2/255 y may be delayed.	Delivery Option * Mail Courier Pickup Address Line 2 Postal Code * V3H 4M4 Number of Copies * 1 Price: \$11.77	0/255 7/255	City* Burnaby Country* Canada Sub Total: \$11.77	0255 7228 0255 7228	
	P	Please add one or more recipients using 'Add Recipie	nc'.					
	CANCEL							REQUEST



Step 4: Proceed to Payment

a. Review the Details and click Proceed to Payment.

				UBC Appian TEST					
February	Order Officia	al Transcript after confirming the Order Summary.							Nendy -
Order									
00		Request		Order Summary			Payment		
O Pr		Name	Delivery Type	Delivery Option	Delivery Speed	Price	Number of Copies	Sub Total	
0 Ta		Alexander College - Main Campus, Office of the Registrar	Print	Mail	Standard	\$11.77	1	\$11.77	
<u> </u>								Total: \$11.77	
	\frown								
	BACK								PROCEED TO PAYMENT

b. Click **YES** to proceed to payment.

Proceed	Proceed to Payment?							
NO		YES						
elivery Type	Delivery Option	Delivery Speed						

c. A payment page shows up in another window. Enter the **Payment Information** to complete the request.

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Payment	Confirmation		Receipt
THE UNIVERSITY OF BRITISH COLUMBIA	Payment Information		* Indicates required information
	Total:	CAD 11.77	
	Payment Method:*	Credit Card	~
	CALEBRACE DISCOVER DECORD @ DCcard VISA		
	Account Information		* Indicates required information
	Credit Card Type:*	Select a Credit Card Type	~
	Account Number:*		
	Expiration Date:*	02 🗸	2024 🗸
	Security Code:*	View Example	
	Name on Card:*		
	Billing Information		* Indicates required information
	Street Address 1:"		
	Street Address 2:		
	Cibe*		

d. Review the confirmation details after the payment.

	Request	Order Summary	Payment
Payment Success			
ID	19471 🜌		
	Click the link above to view your order.		
Payment Status	Completed		
Payment Amount	11.77		
Payment Reference Number	1708726663		
Payment Date	🗂 February 23, 2024		