

Step-by Step Banner Self Service Instructions

1. Go to www.mcla.edu/registrar
2. On the right hand side, under Quick Links, you will see the Banner Self Service link. Click it. (If you are using a browser other than Chrome, you may have to scroll around to find the Quick Links section, but be patient and look around, it is there.)
3. You will then be brought to the Banner Self Service log in screen.
4. **If you do not know your MCLA ID:** Where it says to enter your MCLA ID, you can enter your Social Security Number, with no spaces or dashes.

If you know your MCLA ID and PIN: Enter them and proceed to Step 8.

5. Leave the PIN section blank.
6. Select Forgot PIN.
7. The next screen will give you're your Student ID number, and walk you through the steps of resetting your PIN.
8. You will now be brought to the Main Menu.
9. Select Student and then Student Records.
10. You can view your **Unofficial Transcript** by clicking on the link that says "Academic Transcript Unofficial" **OR** you can order your **Official Transcript** by clicking the link "Request Official Transcript (Printed or Electronic)."
 - If you are viewing your **Unofficial Transcript**, after clicking the link, leave the Transcript Level and Transcript Type boxes on the next screen as is and click submit. Your transcript will load right in the browser and you can view your entire record.
 - If you are ordering your **Official Transcript**, after clicking the link, you will be brought to the transcript request screen. Click on **Request Official Transcript from Scrip-Safe** to begin and follow the instructions screen by screen and it will take you through the ordering process.