



How to Order your Verto Transcript

**Please note that this information is only relevant for alumni of the following Verto semesters:
Fall 2019 or Spring 2020**

When sending your transcript to your school of choice, you'll want to check in first with the transcript recipient (your destination school) to double check if they'd like your official transcript sent to a specific individual/email address or to the registrar's office.

What's an official transcript?

In order for a transcript to qualify as "official," the transcript must pass directly from the issuing institution to the receiving institution.

How to Order an official Verto transcript from PSU:

1. Start with your PSU ID number (6 digits). *If you forgot your PSU ID number, check your email - you received an email from olivia@vertoeducation.org with instructions on ordering your transcript. Alternatively, contact the PSU registrar's office or helpdesk (number below) to retrieve your ID number.*
2. Call the PSU IT Helpdesk to obtain your PSU log-in information (ODIN) at 503-725-4357. You will need your PSU ID number to obtain your log-in information.
3. Go to www.banweb.pdx.edu, enter your ODIN and password.
4. Under the "Student services" tab, select "Student Records" and then "Order Official Transcript."
5. Select the receiving institution (your destination school) from the drop down menu, or type in a specific email address.