



Online Student Transcript

www.atkens.edu

1. Click on **ASU Online** on the home page
2. Enter User ID (Social Security Number or Athens State generated ID number-**no dashes or spaces**)
Enter PIN (Birthday-MMDDYY) – 6 digits (If single number, add a zero)
1st Time Login
 - a. **You will be prompted to change your PIN to a different 6-digit PIN**
 - b. **You will be asked to make up a security question and a one word answer**
3. Click on **Student Information**
4. Click on **Student Records**
5. Click on **Academic Transcript**
6. Next screen shows Display Transcript - Select Level and Type
Click on the Submit Link
7. Next screen displays your **Academic Transcript**

