

# For Currently Enrolled Students and Alumni (Fall 2005+) Requesting an Official Transcript via MyMadison (formerly e-Campus)

John Tester go to ...

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## Request Official Transcript

Select Institution James Madison University

**Information For Students**  
Do you have a hold on your record? If you do have a hold, you must clear the hold before you can submit a request for an official transcript.

**Select Processing Options**

Your transcript will be mailed based on the processing option you select as follows:

- Immediate Processing: mailed within 5 business days.
- Grade Posting: The week following final exams (first eight-week grades are posted with final semester and second eight-week grades).
- Degree Confer Date: 4-6 weeks after completion of all graduation requirements.

Select Option Immediate Processing 2

Quantity 1

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**Enter Recipient Address Information**

Send To My Address

Send To

Country: United States

Address:  [Add/Edit Transcript Address](#)

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**Enter Your Contact Information**

Phone:  Email:  4

**\*\*Incomplete address information will delay your request.\*\***

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John's Student Center

Academics

Enrollment  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)

Academic History  
[Grades](#)  
[Degree Progress](#)

Req Official Transc »

- Buy My Books
- Edit a Class
- Req Official Transcript**
- Swap Classes
- Transfer Credit Report
- Unofficial Transcript
- View Advisor Notes
- View Program of Study
- View Test Scores
- other academic...

1. To reset forgotten/expired password, if necessary, go to <https://accounts.jmu.edu/login/reset/>.
2. Log in to <https://mymadison.jmu.edu> with e-ID and password and click on Student Center.
3. From "Student Center": click on down arrow and choose "Req Official Transcript", click double arrows. (fig. 1)
4. Select processing option: Immediate Processing, Grade Posting, or Degree Confer Date. Enter quantity.(fig. 2)
5. Enter recipient information: check "Send to My Address" and choose local or home address OR enter a name at "Send To" and click "Add/Edit Transcript Address" (enter address & click "OK") (fig. 3)
6. Enter your phone number and email address. (fig. 4)
7. Click "Submit" and print confirmation.
8. You may then choose to request another transcript or select another MyMadison option.