

## Brandman University Transcript Guide

\*The temporary password originally emailed to you will need to be changed to a permanent password before logging into the Brandman University Student Portal (instructions are included in the original email), or use this link to Account Self-Service Options:

<https://services.brandman.edu/AccountManagement/default.aspx>

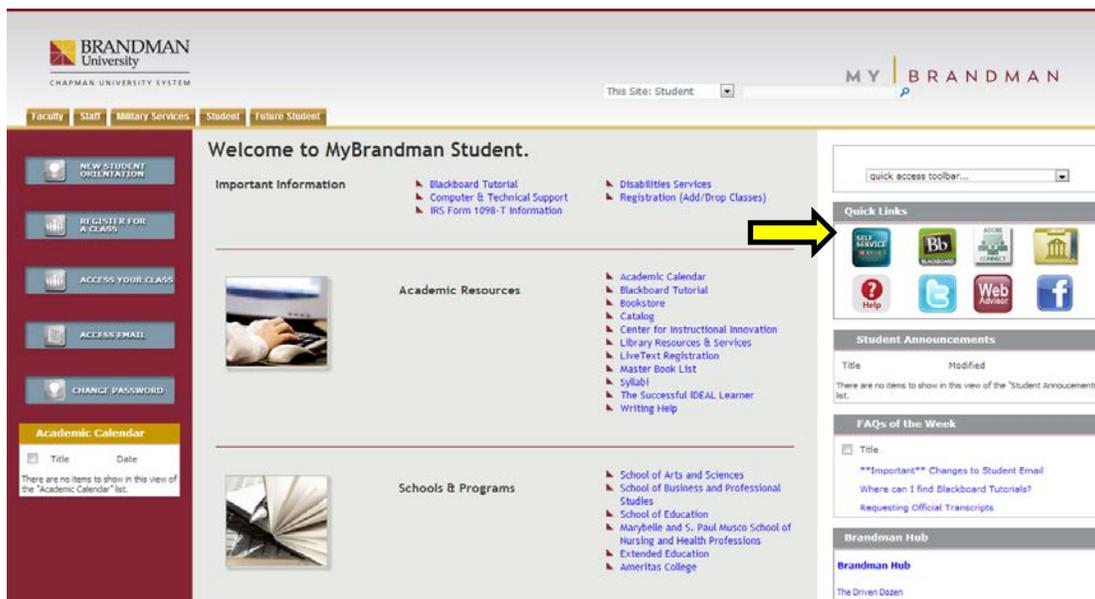
### Step 1:

To access the Brandman Portal, you will need to begin on the [my.brandman.edu](http://my.brandman.edu) page.

Log-in, if asked, using your Brandman username and password.

### Step 2:

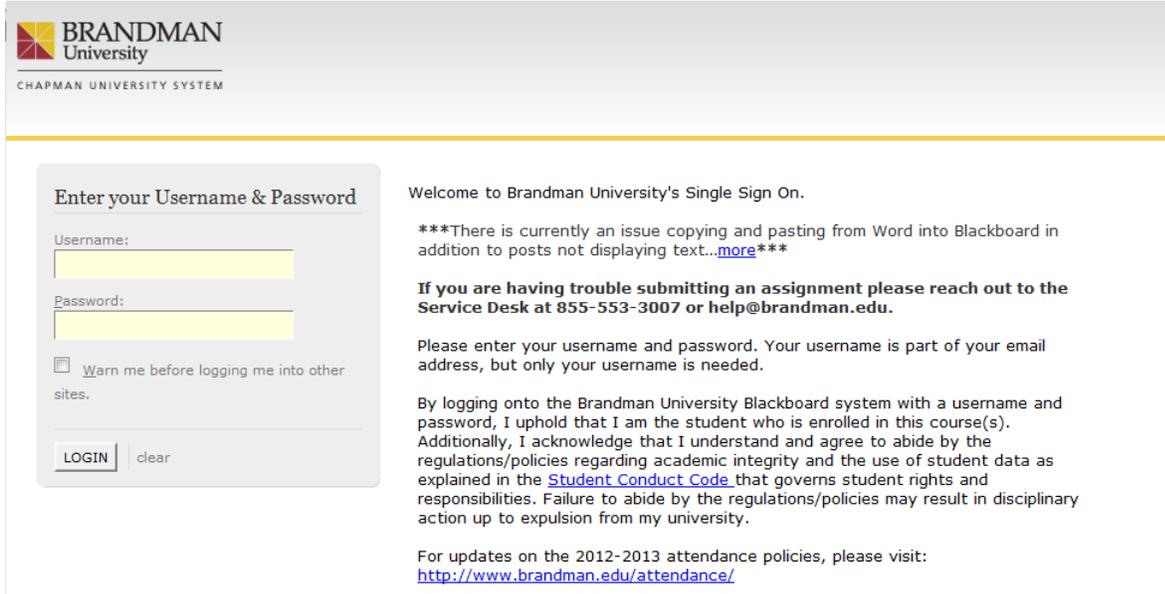
Select the Self Service button.



The screenshot shows the MyBrandman Student portal. The top navigation bar includes tabs for Faculty, Staff, Military Services, Student, and Future Student. The main content area is titled "Welcome to MyBrandman Student." and is divided into three columns. The left column contains a vertical menu with buttons for "NEW STUDENT ORIENTATION", "REGISTER FOR A CLASS", "ACCESS YOUR CLASS", "ACCESS EMAIL", and "CHANGE PASSWORD". The middle column has sections for "Important Information", "Academic Resources", and "Schools & Programs", each with a list of links. The right column features a "Quick Links" section with icons for "Self Service", "Blackboard", "Bookstore", "Help", "Twitter", "Web Advisor", and "Facebook". A yellow arrow points to the "Self Service" icon. Below the Quick Links are sections for "Student Announcements", "FAQs of the Week", and "Brandman Hub".

### Step 3:

Log-in to the Brandman Student Portal using your Brandman username and password.



BRANDMAN University  
CHAPMAN UNIVERSITY SYSTEM

**Enter your Username & Password**

Username:

Password:

Warn me before logging me into other sites.

Welcome to Brandman University's Single Sign On.

\*\*\*There is currently an issue copying and pasting from Word into Blackboard in addition to posts not displaying text...[more](#)\*\*\*

**If you are having trouble submitting an assignment please reach out to the Service Desk at 855-553-3007 or [help@brandman.edu](mailto:help@brandman.edu).**

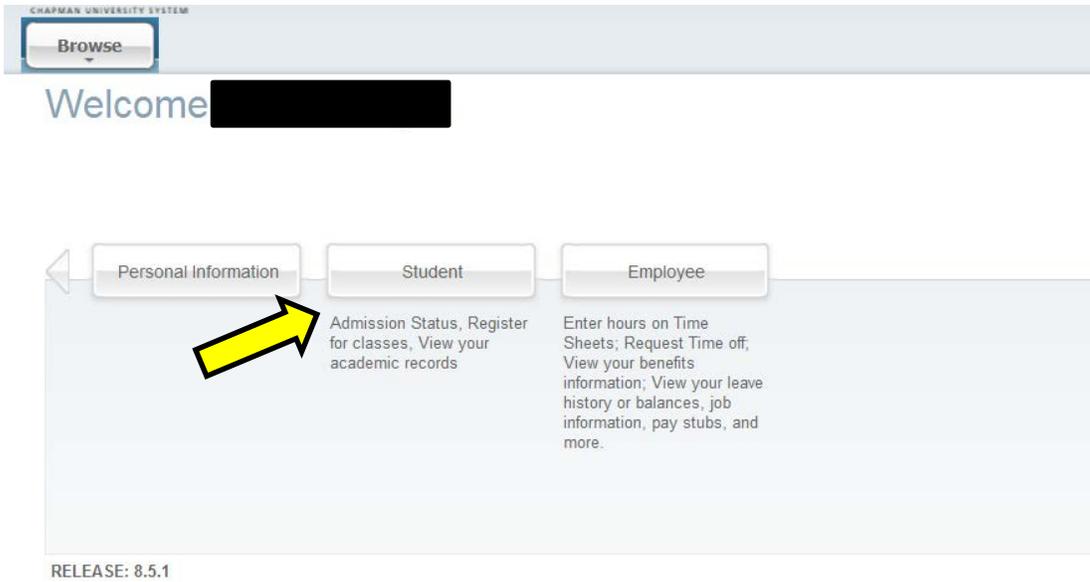
Please enter your username and password. Your username is part of your email address, but only your username is needed.

By logging onto the Brandman University Blackboard system with a username and password, I uphold that I am the student who is enrolled in this course(s). Additionally, I acknowledge that I understand and agree to abide by the regulations/policies regarding academic integrity and the use of student data as explained in the [Student Conduct Code](#) that governs student rights and responsibilities. Failure to abide by the regulations/policies may result in disciplinary action up to expulsion from my university.

For updates on the 2012-2013 attendance policies, please visit: <http://www.brandman.edu/attendance/>

### Step 4:

Click on the "Student" button to access the area.



CHAPMAN UNIVERSITY SYSTEM

Welcome [REDACTED]

Personal Information | **Student** | Employee

Admission Status, Register for classes, View your academic records

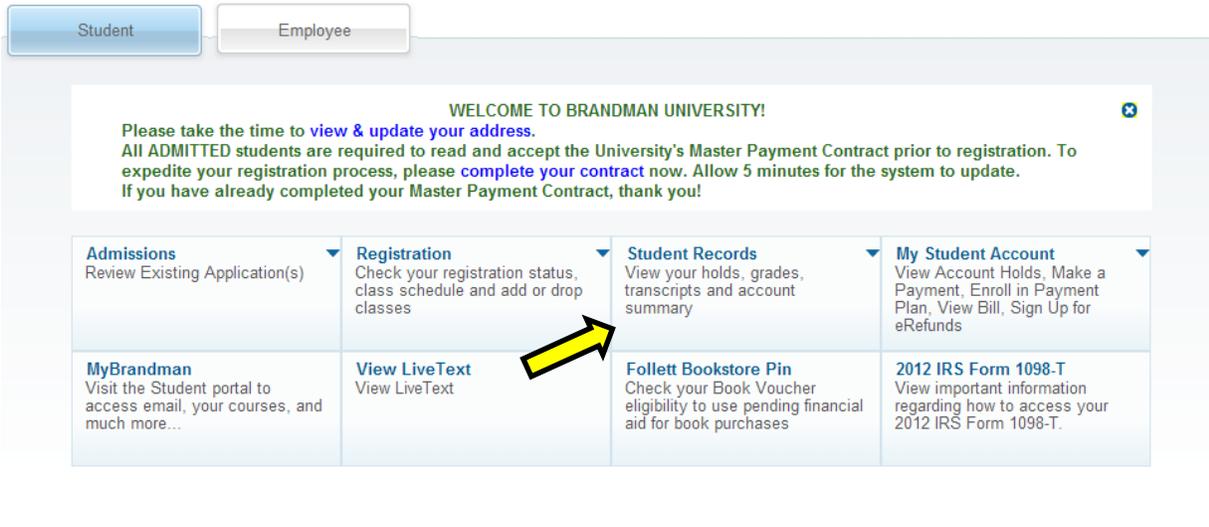
Enter hours on Time Sheets; Request Time off; View your benefits information; View your leave history or balances, job information, pay stubs, and more.

RELEASE: 8.5.1

## Step 5:

Please review your unofficial transcript before ordering an official transcript to ensure all grades and credits have been posted.

To View/Print unofficial transcripts, or to order an official transcript, click on "Student Records."



Student Employee

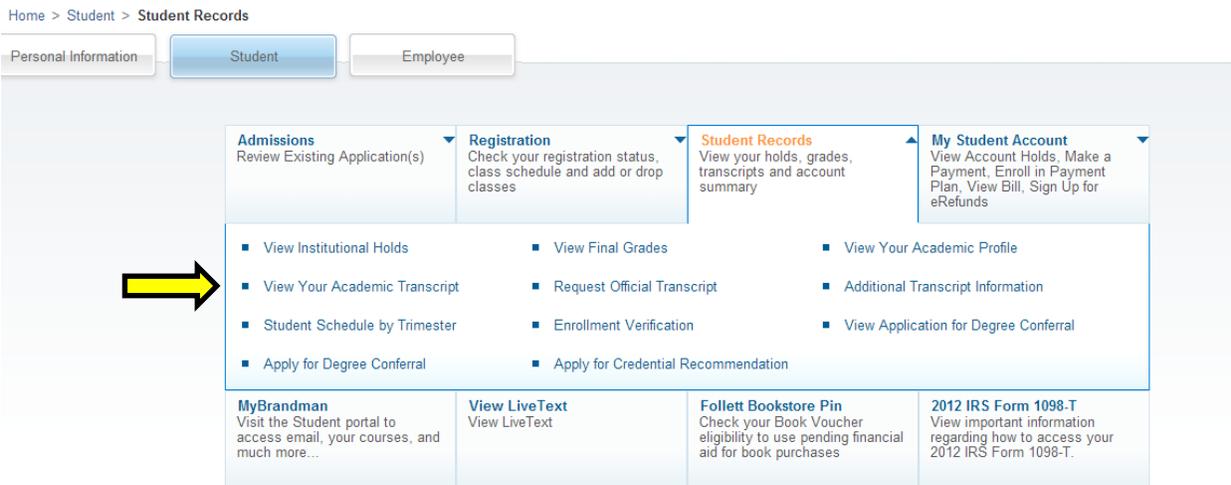
WELCOME TO BRANDMAN UNIVERSITY!

Please take the time to [view & update your address](#).  
 All ADMITTED students are required to read and accept the University's Master Payment Contract prior to registration. To expedite your registration process, please [complete your contract](#) now. Allow 5 minutes for the system to update.  
 If you have already completed your Master Payment Contract, thank you!

<b>Admissions</b> Review Existing Application(s)	<b>Registration</b> Check your registration status, class schedule and add or drop classes	<b>Student Records</b> View your holds, grades, transcripts and account summary	<b>My Student Account</b> View Account Holds, Make a Payment, Enroll in Payment Plan, View Bill, Sign Up for eRefunds
<b>MyBrandman</b> Visit the Student portal to access email, your courses, and much more...	<b>View LiveText</b> View LiveText	<b>Follett Bookstore Pin</b> Check your Book Voucher eligibility to use pending financial aid for book purchases	<b>2012 IRS Form 1098-T</b> View important information regarding how to access your 2012 IRS Form 1098-T.

## Step 6:

Click on "View Your Academic Transcript" for the unofficial transcript.



Home > Student > Student Records

Personal Information Student Employee

<b>Admissions</b> Review Existing Application(s)	<b>Registration</b> Check your registration status, class schedule and add or drop classes	<b>Student Records</b> View your holds, grades, transcripts and account summary	<b>My Student Account</b> View Account Holds, Make a Payment, Enroll in Payment Plan, View Bill, Sign Up for eRefunds
<ul style="list-style-type: none"> <li>View Institutional Holds</li> <li>View Your Academic Transcript</li> <li>Student Schedule by Trimester</li> <li>Apply for Degree Conferral</li> <li>View Final Grades</li> <li>Request Official Transcript</li> <li>Enrollment Verification</li> <li>Apply for Credential Recommendation</li> <li>View Your Academic Profile</li> <li>Additional Transcript Information</li> <li>View Application for Degree Conferral</li> </ul>			
<b>MyBrandman</b> Visit the Student portal to access email, your courses, and much more...	<b>View LiveText</b> View LiveText	<b>Follett Bookstore Pin</b> Check your Book Voucher eligibility to use pending financial aid for book purchases	<b>2012 IRS Form 1098-T</b> View important information regarding how to access your 2012 IRS Form 1098-T.

## Step 7:

The default page for viewing/printing the unofficial transcript is shown below. Click on the “Submit” button. You should now be able to view the unofficial transcript.

Personal Information **Student** Employee

## Academic Transcript Options

Home > Student > Student Records > Academic Transcript

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Brandman University Unofficial

Submit

## Step 8:

To review your unofficial transcript, please ensure that all courses, grades, and credits (Hours) are displayed on the screen. If your course and grade are present and correct, but your Hours Earned is incorrect, please wait 24 hours and review your unofficial transcript again prior to ordering an official transcript. If the Hours Earned is still inaccurate, please contact [exed@brandman.edu](mailto:exed@brandman.edu).

**Term: 2011 Extended Education**

**Academic Standing:**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
EDBU	9222	CE	Participating Tchr Yr 1	P	8.000	0.000	

**Term Totals (Continuing Education)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	8.000	8.000	8.000	0.000	0.000	0.000
<b>Cumulative:</b>	8.000	8.000	8.000	0.000	0.000	0.000

Unofficial Transcript

**Term: Fall 2012**

**Academic Standing:**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
EDBU	9223	CE	Participating Tchr Yr 2	P	8.000	0.000	

**Term Totals (Continuing Education)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	8.000	8.000	8.000	0.000	0.000	0.000
<b>Cumulative:</b>	16.000	16.000	16.000	0.000	0.000	0.000

**TRANSCRIPT TOTALS (CONTINUING EDUCATION) -Top-**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	16.000	16.000	16.000	0.000	0.000	0.000
<b>Total Transfer:</b>	0.000	0.000	0.000	0.000	0.000	0.000
<b>Overall:</b>	16.000	16.000	16.000	0.000	0.000	0.000

The bottom of the unofficial transcript will show your total credits with Brandman.

**Step 9:**

To order an Official Transcript, return to the previous page and click on the “Request Official Transcript” link.

Home > Student > Student Records

Personal Information | **Student** | Employee

<b>Admissions</b> Review Existing Application(s)	<b>Registration</b> Check your registration status, class schedule and add or drop classes	<b>Student Records</b> View your holds, grades, transcripts and account summary	<b>My Student Account</b> View Account Holds, Make a Payment, Enroll in Payment Plan, View Bill, Sign Up for eRefunds
<ul style="list-style-type: none"><li>View Institutional Holds</li><li>View Your Academic Transcripts</li><li>Student Schedule by Trimester</li><li>Apply for Degree Conferral</li></ul>	<ul style="list-style-type: none"><li>View Final Grades</li><li><b>Request Official Transcript</b></li><li>Enrollment Verification</li><li>Apply for Credential Recommendation</li></ul>	<ul style="list-style-type: none"><li>View Your Academic Profile</li><li>Additional Transcript Information</li><li>View Application for Degree Conferral</li></ul>	
<b>MyBrandman</b> Visit the Student portal to access email, your courses, and much more...	<b>View LiveText</b> View LiveText	<b>Follett Bookstore Pin</b> Check your Book Voucher eligibility to use pending financial aid for book purchases	<b>2012 IRS Form 1098-T</b> View important information regarding how to access your 2012 IRS Form 1098-T.

After selecting the “click here to place a Transcript Order” button, the link will go straight to Script Safe to complete the official transcript ordering process.

Personal Information | **Student** | Employee

## eScriptSafe Transcripts

Home > Student > Student Records > **Request Official Transcript**

**Click here to place a Transcript Order**

## Important Reminder:



[Review Past Orders](#) [Order a Transcript](#) [My Account](#) [Help](#) [Logout](#)

Welcome [REDACTED] of Brandman University  
Last order placed on 08/05/2013

### Recipient Info

[Recipient Info](#) [Order Options](#) [Verify Order](#) [Payment](#) [Receipt](#)

Brandman University recommends electronic delivery of your transcript.

The email address we have on file for you is [REDACTED]. You may update this in [My Account](#) before you place your order.

You will receive an email notification containing a link to obtain your transcript from our secure web server once the school has processed and sent your transcript. The link will expire after 14 days if the transcript has not been viewed.

To ensure delivery of the email notification, please add the email domain "@escrip-safe.com" to your safe senders list.

Warning: Other parties may not accept a transcript sent directly to you.

[previous](#)

[continue electronic \(PDF\)](#)

[continue postal](#)

[Cancel Order](#)

You will be asked to select either an electric or postal method of delivery.

The **electronic option** is in a secure **PDF format** and must be sent directly to the recipient. You **will not** be able to forward the document through your email. Please ensure that the recipient accepts electronic transcripts, otherwise you will need to select the postal option.

If the **postal** option is selected, transcripts will be delivered as **sealed, physical** copies via mail. Again, please verify that the recipient will accept this format.

Refunds will not be issued if a transcript is ordered in an incorrect format.