

How to Obtain Your Tunxis Transcript

It's easy to get a transcript! If you cannot access myCommNet, [skip to the next page](#).

Requesting a transcript via myCommNet is the fastest way!

1. Log into MyCommNet at <http://my.commnnet.edu>

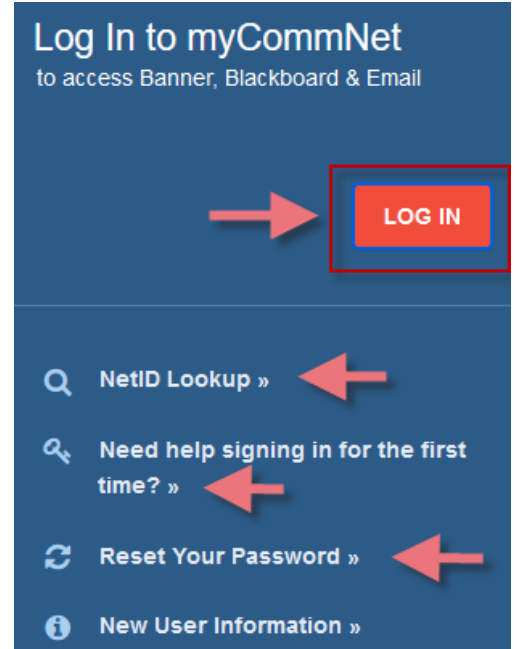
- Click "Log In"
- Enter your NetID and Password

Forgot your NetID and/or Password?

- Use the Lookup and Reset functions on the log in page:

Are you a new myCommNet user?

- Your NetID is your 8-digit student ID number followed by @student.commnnet.edu
Example: 12345678@student.commnnet.edu
- Your initial password is made up of the following
 - The 1st 3 letters of your birth month (the 1st letter is Capitalized)
 - The "&" symbol
 - The last 4 digits of your Social Security Number
(Example: Jan&1234)
- You will be prompted to change your password the first time you login. Please follow the guidelines given on how to create a Strong password.



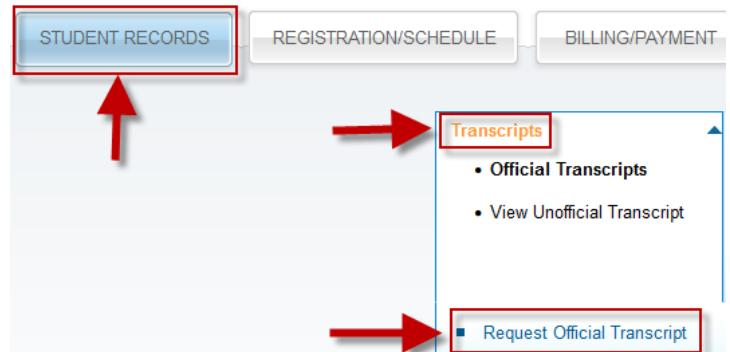
2. Navigate to **Banner Student Self-Service**

3. Choose Tunxis Community College if you are a student at multiple schools

4. Select **Student Records**, then **Transcripts**

5. Choose **Request Official Transcript**

6. Click the blue "**Access the Transcript Ordering Site**" link. This brings you to the secure **Parchment system**.



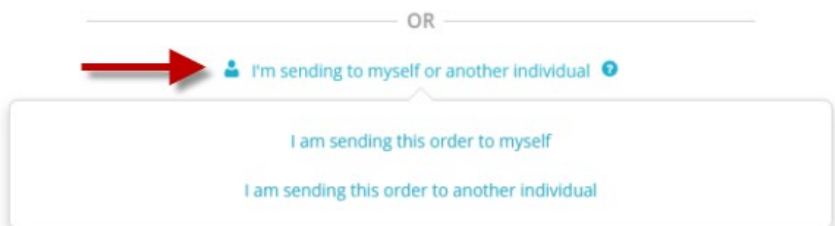
7. You may be asked to retype your name and other information to verify your identity.



8. Select "**Create New Order**"

9. Select the destination for your transcript:

- You may type in the **name of another school in the search box** to see options that will send your transcript to a secure, general inbox for that organization.



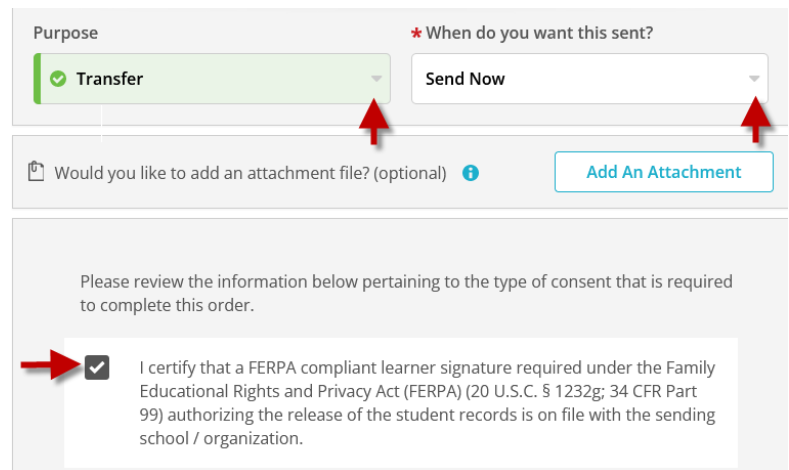
- You may also select “**I’m sending to myself or another individual**” to send your transcript to a specific person. You will be prompted to enter specific name and address information.

10. Choose **Electronic or Paper/Mailed** format

- At this time, Tunxis transcripts are free unless you select mailed with expedited delivery.

11. Select the **purpose and timing** of your request. Choose **Send Now** for the fastest processing.

- Alternatively, you may ask the school to wait to send your transcript until after this semester’s grades are finalized -OR- until your degree has been formally conferred.



12. Verify your consent if asked and then click **Continue** and **Complete Order**

- You should see an Order Confirmation. Note the “**DID**” **code** for your records.
- If you select to send an electronic transcript, you will be emailed when it has been sent.

If you can’t log into myCommNet, you can still request a transcript online:

- Go to <http://www.tunxis.edu/forms/transcripts>
- Select “**Ordering your own credentials**” and scroll down and follow the prompts to create an account and request in **Parchment** system
-OR-
If you already are a **Parchment** user, enter in your username and password to sign in
- Follow the prompts to order your transcript. (See directions [starting at Step #8](#) on page 1)

Cannot access Parchment? No worries! That happens sometimes when students have attended multiple CT community colleges or have password issues.

If you cannot access the online request systems, please contact us for help at 860-773-1441 or email us at Tx-Records@tunxis.edu.

