WINGS EXPRESS GUIDE to Order a Transcript

To order a WSU transcript, begin by signing into WINGS Express following the step-by-steps instructions listed below. Please note: If you do not have your campus user name and password, call WSU Computing and Telecommunications Services (CaTS) at 937-775-4827.

1) Logging in to WINGS Express
   1. Log into [http://wings.wright.edu](http://wings.wright.edu) with your campus username and password.
   2. Click the WINGS Express icon in the upper-right hand corner of the screen.
   3. If this is your first time using WINGS Express, you’ll be prompted to change your PIN.

2) Order a Transcript
   1. Select the Student and Financial Aid link.
   2. Select the Registration & Records link.
   3. Select the Request Official Transcript link.
   4. Select one of the following options:
      a. If your transcript is to be mailed to another college or university, select ‘Look Up College Code’ to choose destination. *Verify with the college or university that the address that we provide is the correct location and make changes if necessary.
      b. If you would like to have your transcripts mailed to you, please select one of your addresses.
      c. If you would like to pick up your transcripts sent to another person or entity, please identify the recipient.
      d. If you would like your transcript to be faxed, state the fax number and indicate who it is being faxed to in the Issue to/Name field.
         **CAUTION:** Faxed transcripts will say ‘VOID’ throughout the page, and may not be legible. Faxed transcripts may not be accepted by a third party.
   5. Click on Continue.
   6. If necessary, you may edit the address information. If you request the ‘Express’ mailing option on the next page, please DO NOT provide a P.O. Box as it will be undeliverable.
   7. Click on Continue.
   8. Complete the Transcript Request Options section.
   9. Indicate the number of copies requested.
   10. In the Print Transcript drop-down menu, please note that the transcript will not be immediately released if you select Hold for Grades or Hold for Degree. If you want the transcript sent out immediately, leave as “Select” in the Print Transcript drop-down menu.
   11. Indicate the Delivery Method.
a. For Pick-Ups, select the Pick Up option from the Delivery Method. Transcripts will be available at Wright State University’s Raider Connect office in the Student Union.
b. Pick-Ups are only to be issued to the student (with picture ID) and no one else.

12. Enter email address for confirmation.

13. Click on Continue.

14. Review the Transcript Request Summary. Click Submit Request.

15. Enter Account information. Click Continue.

16. Click Submit Payment

17. A receipt will be sent to your e-mail account to confirm payment.