How to access your Academic Transcript or Order Official Copies
1. Go to www.utica.edu and click on “Logins” in the upper right corner.
2. Click on “BannerWeb”.
3. Click on “Enter Secure Area”.
4. Login with your Utica College “Username” and “Password” then click “Login”.

User Login

Please enter your Faculty/Staff/Student Utica Web Mail Username and Password. When finished, click Login.

*** Please remember that both the username and password are case sensitive. ***

When you are finished, please Exit and close your browser to protect your privacy.

Attention: To retrieve your Username and Password, please visit http://password.utica.edu.

Username: [Enter your username]
Password: [Enter your password]
Login
Click Here for Help with Login?
5. This is your homepage in BannerWeb. You will find tabs for Personal Information (demographics) and Student Services (academic). An employee tab will be seen if you obtain employment at Utica College, otherwise it will not be included on your homepage.
6. Click on “Student Services” and then “Student Records”.
7. Select either Academic Transcript or Order Official Transcripts. If ordering transcripts select “Order Transcripts” on the next screen; you will be redirected to Parchment, UC’s partner for ordering transcripts and follow the prompts.
8. Select the Transcript Level

9. The next page will show your program of study, courses and grades organized by term, GPA and credit hours both by term and cumulatively.