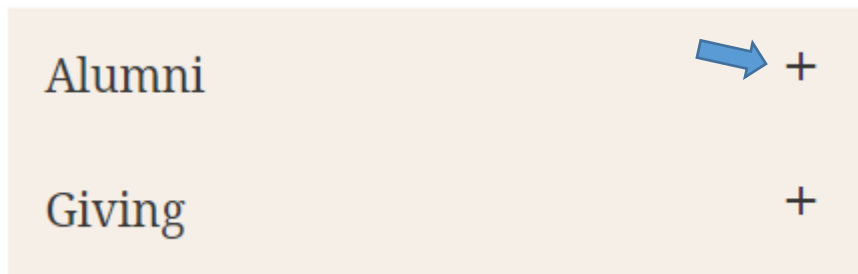


How to get Transcripts from OwlNet

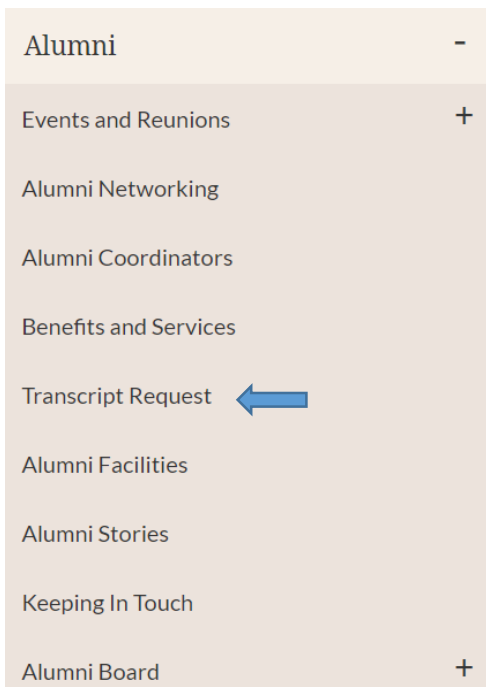
1. Go to williamwoods.edu
2. Click on Alumni and Giving link in the green banner.



3. Scroll down a little and on the right side of the screen click on the + sign next to the Alumni.



4. Click on Transcript request.



5. If you know your id number and your password for OwlNet, then click on the Log in green button. If you do not know your id number please call the Help Desk at 573-592-4224. If you do not know, your password click on Retrieve your OwlNet password. Enter in the required fields and the next screen will show you your password for OwlNet.

Alumni

Welcome to OwlNet

Important Information for Logging In

The Alumni section of OwlNet can be accessed after you log in.

- **Log in** using your ID Number as your username.

If you do not know your password, please follow the steps below.

1. [Retrieve your OwlNet password](#). (You must have your ID Number, zip code, Social Security Number and date of birth on file with us)
2. Use the password that was given to you during the Password Retrieval process.

For issues retrieving your OwlNet password, you may call the Help Desk 24/7 at (573) 592-4224 or visit our office between 8 a.m.-4:30 p.m. Monday-Friday.

If you have any questions regarding OwlNet, please contact the 24-hour UIT Helpdesk at (573) 592-4224 or via email at helpdesk@williamwoods.edu.

6. Once logged into OwlNet, click on the Alumni link in the green banner. You will see a person icon at the top right of the screen, if you click on that it will say Welcome back and your name.

OwlNet
your exclusive access to *The Woods*

WW WILLIAM WOODS UNIVERSITY

Home Students Woods News Alumni Help Former Employees

7. Scroll down the page and you will see a button that says Request My Official Transcript and you can view an Unofficial Transcript. If you click on the Request My Official Transcript, you will be able to order it, pay for it, and where you want the transcript to go.