Your Student Portal Access & Transcripts

Beginning February 1, 2015, CSUMB Extended Education Professional Development Programs is using a new Student Information System.
- Your student account was created within our new Student Portal.
- Either you created your Login or you were emailed a Student Login with a system generated Password.
- If you did not receive the email with your Student Login information, please email EERegister@csumb.edu and ask to have your Password Reset. *(Please title the email as Password Reset)*

Your Student Portal:

• Use the Student Portal to view your Courses, Grades and print Certificates and Unofficial Transcripts. • Watch for your grades to post within the Student Portal and then order your transcripts. • Reset your password and an email will be sent to you with your information and new password.	

Current steps for ordering transcripts:

You will visit our Professional Development website and select the Student Services page.

• https://csumb.edu/professionaldevelopment/student-services • Click on the Blue Box – Professional Development Program Transcript	

IF you completed your class AFTER February 1, 2015, then complete the Transcript Request Form.

• *NOTE: This is Not the date that you started the class, this is the end date.* • ***Confirm that your course(s) and grade(s) are posted within the Student Portal before ordering.*** • Currently there is no charge for Professional Development Transcripts. *Note: Fees are subject to change.*	

IF you completed your class PRIOR to February 1, 2015, please select that option and order your transcripts from the National Student Clearinghouse. **Note: No refunds after transcripts are ordered.**

For students requesting transcripts for dates *Prior to and After* Feb 1, 2015, you will order your transcripts from both systems, pay appropriate fees and receive two separate transcripts.