



School of Extended Education Official Confirmation

****IMPORTANT MYBRANDMAN STUDENT ACCOUNT INFORMATION****

When you registered for your course, a Brandman University student account was created for you. This account provides you with access to:

- Your student records – View unofficial transcripts, order official transcripts
- Your statements of account – View registration charges and payments
- Chapman University’s Leatherby Library – Online access to books, periodicals, media, and online research databases

New Students

If this is your first time registering with Brandman University, you should have received a Brandman University account information email to the email address provided on your registration form. This email provided a username, a temporary password, and instructions on how to activate your account and create a permanent password.

- If you know your username and have not yet activated your student account, please visit <http://www.brandman.edu/activate> and choose the *Activate My Account (New Users Only)* link.
- If you don’t know your username, please visit <http://www.brandman.edu/activate> and choose the *Resend My Account Information Letter (New Users Only)* link. Please follow the directions on the screen. You will be sent an email to the email address provided on your registration form that contains your account information.

NOTE: Some workplace email accounts have very strong email blockers. If, after attempting a resend, no email is received, please contact exed@brandman.edu to add a personal email account to your record.

Returning Students

If you have already activated your student account, but have forgotten your username or password, please visit <http://www.brandman.edu/activate> and choose the *I Forgot My Password* link.

Please remember that Brandman University Student Accounts must be activated prior to:

- ***Checking student records***
- ***Ordering official transcripts***



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****IMPORTANT TRANSCRIPT INFORMATION****

Please verify that all grades and credits are posted to your student record prior to ordering official transcripts. **Official transcripts ordered without previously checking grades and credits on your student record may result in an incomplete transcript. Refunds may not be issued if transcripts are ordered incorrectly.**

To view your student record:

- Using your Brandman University student account, log in to MyBrandman (<http://my.brandman.edu>) and click on the “Self-Service” icon in the Quick Links area in the upper right corner of the page.
- Log in to the secure site and click on the Student tab.
- To view your grades, click on Student Records, then View your Academic Transcript.
- Select “All Levels” and “Brandman University Unofficial” and click submit.
- **Verify that all grades and credit hours have been processed before ordering an official transcript.**

To order official transcripts:

- Using your Brandman University student account, log in to MyBrandman (<http://my.brandman.edu>) and click on the “Self-Service” icon in the Quick Links area in the upper right corner of the page.
- Log in to the secure site and click on the Student tab.
- To view your grades, click on Student Records, then Request Official Transcript.
- Click the button to place a Transcript order
- The link will take you directly to the ordering center, Script Safe
- You will be asked to select either an electric or postal method of delivery.
- The electronic option is in a secure PDF format and must be sent directly to the recipient. You will not be able to forward the document through your email. Please ensure that the recipient accepts electronic transcripts, otherwise you will need to select the postal option.
- If the postal option is selected, transcripts will be delivered as sealed, physical copies via mail. Again, please verify that the recipient will accept this format.
- Refunds will not be issued if a transcript is ordered in an incorrect format.