

INSTRUCTIONS FOR FORMER STUDENTS TO ACCESS ONLINE INFORMATION

Login to Self Service Web Services requires a User ID and PIN. If you do not have or do not know your Z number and pin, complete the [Student ID and Pin Request](#) form and submit it to our office for processing. You will be notified via email your Z Number and PIN. You will need this information before proceeding.

Logging in the First Time:

From Stockton's Home Page:
Click on the Go in the upper right hand corner
Scroll down to Self Service Web Services for Students and Employees
Click on Enter Secure Area
Enter Student ID Number (with a capital Z) and PIN
(Your password will expire—follow the prompts to create a new one)

View Unofficial Transcripts:

Click on Student & Financial Aid
Click on Student Records
Click on Academic Transcript
Click on Submit

Request Official Transcript:

Click on Student & Financial Aid
Click on Student Records
Click on Academic Transcript
Click on Submit (your Unofficial Transcript will appear)
Scroll to bottom, click on Request Print/Official Transcript
Follow Remaining Prompts

To View Status of Transcript Request:

After clicking on Academic Transcript (as noted above)
Click on Submit (your Unofficial Transcript will appear)
Scroll to bottom, click on View Status of Transcript Requests
Pick the Date Ordered from the drop down menu and click Submit