Purchasing CAS and Requesting Transcripts

Step-by-Step Instructions

BYU Pre-Professional Advisement Center
STEP 1: Visit LSAC.org

Hover over ‘Sign in...’ in the upper right corner.
STEP 2:
Select JD Account

Select the ‘JD Account’ option located on the top of the pop up panel.
STEP 3: Log Into LSAC Account
STEP 4: Click on “Credentials & CAS℠”

This link will be located under the ‘My Home’ tab.
STEP 5: Click ‘Purchase CAS’

Click on the “Purchase CAS” link located under the Actions & Information header. This will redirect you to a page confirming that CAS has been added to your shopping cart.
Verify Addition to Shopping Cart

Make sure that you receive the following message & the item appears in the shopping cart.
STEP 6: Verify Shopping Cart

Click on the shopping cart icon in the top right corner. Make sure that the correct content is in the cart.
STEP 7: Click ‘Checkout’

Once you have verified the contents of your cart proceed to checkout.
STEP 8: Provide Required CRS Information

Fill in the required information regarding CRS preferences and personal information. Once finished, click ‘Continue to Checkout’
STEP 9: Agree to Processing Disclosure

If you agree to the charges, select ‘continue’ to proceed.
STEP 10: Complete Payment

Fill in the required billing and payment information to complete the CAS purchase.
Congratulations!
You have successfully purchased CAS. Now it’s time to request your transcripts.

Continue to Step 11
STEP 11: Return to ‘My Home’

Once payment is completed, return to the My Home page to begin transcript process.
STEP 12: Click on Credentials & CAS<sup>SM</sup>
STEP 13: Click on ‘Transcript Status/Add Institution’
STEPS 14-20: Add **ALL** Educational Institutions

Add EVERY school you have received college credit from (excluding AP courses). That includes BYU, junior colleges, dual-enrollment, institute classes, etc.
Requesting Transcript Information

Law schools require transcripts from the following institutions you have attended:

- Community Colleges
- Undergraduate & Graduate Institutions
- Law, Medical, or Professional Institutions
- Institutions Attended for Summer or Evening Courses
- Institutions Attended Though a Degree was Never Received
- High School Dual-Enrollment Courses
- Institutions that clearly sponsored Overseas Study
- International Transcripts
Requesting Transcript Information

Transcripts must be sent from institutions even if:

- Credit was transferred from an institution and it appears on another institution’s transcript.
- The institution is closed. (These transcripts are usually maintained by the department of higher education or by another school in the state in which the school was located, so you will need to contact the state’s department of higher education. For international transcripts, contact the Ministry of Education in the country where the school was located.)
- “Withdraw,” “incomplete,” etc., are the only grades listed.
- You have just enrolled. (Request that the registrar’s office send a transcript of courses “in progress” or a statement of current enrollment. The document must bear the official registrar’s seal.)
STEP 15:
Scroll to ‘Graduate Degree-Granting Institution’ header

Click here to add the institution from which you will receive your bachelor degree.
STEP 16: Provide Institution Information

Add required information and then click ‘Submit’ to complete the step.
STEP 17:
Add ALL Other Institutions

After adding the degree-granting institution you will need to add any other institutions in which you have attended. This includes dual enrollment in high school as well as community colleges.
STEP 18: Provide Institution Information

Add required information and then click ‘Submit’ to complete the step.
STEP 19: Add Any International Institutions

**Graduate Degree-Granting Institution**

Add Graduate Degree-Granting Institution

Enter the highest graduate degree you received (or will receive) from a US, US territory, US Associated State, or Canadian institution.

**Other Institutions**

Add Other Institution

Add other institutions you attended in the US, US territories, US Associated States, or Canada.

**International Institutions**

Add International Institution

Add international institutions.
STEP 20: Provide Institution Information

Add required information from the International institution then click ‘Submit’ to complete the step.
STEP 21: Return to ‘My Home’

Once you’ve added all relevant institutions, return to the My Home page to request transcripts.
STEP 22:

Scroll to Credential Assembly Service and select ‘Manage Institutions & Transcripts’
STEP 23:
Scroll down.
STEP 24: Request online transcript or printable transcript

- If you choose the print option, it will be your responsibility to personally deliver the form to the Enrollment Services office.
- If requesting online transcript, continue to step 25. If printing, skip to step 50.
**STEP 25:** Click ‘Request a transcript online’
STEP 26: Click ‘Accept’
STEP 27: Click ‘Learn More’
STEP 28: Enter your school name (BYU) in the search bar.
STEP 29: Select your school.
STEP 30:
Select ‘I need to order my own credentials.’ Then press ‘Continue.’
STEP 31: Scroll down.

Transcripts

You can order copies of your official transcript which shows all your BYU coursework. We cannot issue partial transcripts, or "unofficial" transcripts. Orders may not be placed over the phone.

Because Winter 2020 grades were handled differently, you'll want to double check your Record Summary before ordering a transcript.

NOTE

Our office is currently closed due to COVID-19. Processing times may take longer than 3-5 business days. We are still available by phone, YMessage, or email. If you believe an in-person appointment is necessary, please contact us. Thank you for your patience.

ORDER YOUR TRANSCRIPT ONLINE

Order online if you need your transcript mailed or emailed. You will need your Net ID and password. If you do not know your Net ID or password, please contact our office for assistance.
STEP 32: Be aware of required fees.
STEP 33: Scroll down for FAQs.

Before You Order FAQs

What is the processing time?

eTranscripts will be sent within 24 hours. Paper transcripts with standard shipping are sent within 1 business day. Paper transcripts with FedEx shipping are sent same day if the order is received before 12:00 p.m. MST, or the next business day if received after 12:00 p.m.

Do you need recent coursework to show on the transcript?

- If you have recently completed coursework or a degree, make sure it has posted to your official record by checking your record summary before ordering.

Do you need to pick up a transcript?

Order online and choose the pickup option to get your transcript at D155 ASB (see campus map).

Are you applying to graduate school?

You are now able to send electronic transcripts to dozens of centralized application services (e.g. AMCAS, AADSAS, LSAC, etc.) by ordering an eTranscript. You will need to provide your specific transcript ID number when you place the order.

Are you applying to BYU Graduate School?

Order an eTranscript to be sent to yourself. Save the PDF to your computer, then upload it with your graduate school application.

Are you sending a transcript to another CES school?
STEP 34:
Return to top of screen. Click ‘Order Your Transcript Online’
STEP 35:
Log in and click ‘Sign In.’
STEP 36: Click ‘Review Your Record.’ When the page pops up, review your transcript as a whole.
STEP 37:
After reviewing your transcript, click ‘Order Now.’
STEP 38: Enter your personal information.
STEP 39:
Search only for ‘LSAC.’ Law schools will not accept transcripts that are not submitted through LSAC.
STEP 40:
Select ‘Law School Admission Council.’
STEP 41: Decide whether to submit electronically or via mail. Review accompanying charges.
STEP 42: Click ‘Apply for graduate admission.’
STEP 43:
Verify ‘Destination’ and ‘Order Options.’
Then click ‘Continue.’
STEP 44:
Enter date of birth and LSAC Account Number. Then click ‘Confirm.’ To find LSAC Account Number, continue to Step 45.
STEP 45: Log into your LSAC Account.
STEP 46:
Locate number at top right corner. Copy just the numbers. Exclude any letters in the string.
STEP 47:
Paste numbers from LSAC page into Account Number field. Ensure information is correct. Click ‘Confirm.’
STEP 48: Click ‘Next.’
**STEP 49:**
Review details. Click ‘Confirm.’ You’re done with your online transcript request!
**STEP 50:**

Printable Transcript Request Form

Click ‘Transcript Request Form.’

<table>
<thead>
<tr>
<th>Bachelor's Degree-Granting Institution</th>
</tr>
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<tbody>
<tr>
<td>BRIGHAM YOUNG UNIVERSITY (4019)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>First major:</th>
<th>Degree type:</th>
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<tbody>
<tr>
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<td>BA</td>
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<table>
<thead>
<tr>
<th>Second major:</th>
<th>Degree date:</th>
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<table>
<thead>
<tr>
<th>GPA:</th>
<th>Transcript received:</th>
<th>Transcript processed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 to 3.74/mostly As</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Transcript - Choose one method:**

- Request a transcript online: [Request a transcript online](#)  
- OR -  
- Download printer-friendly Transcript Request Form: [Transcript Request Form](#)

**Graduate Degree-Granting Institution**
STEP 51:
If applicable, indicate whether this is an updated or corrected copy.
STEP 51:
Verify information is correct. Then print form.

You can then take this form to D-155 ASB to have your transcript requested.

You’re all done!
If you have more questions about requesting transcripts the following link may be able to help!

https://www.lsac.org/applying-law-school/jd-application-process/cas/requesting
Still have questions?
prelaw@byu.edu

(801) 422-3044