

## VIEW YOUR LANIER TECHNICAL COLLEGE ACADEMIC TRANSCRIPT



[www.laniertech.edu](http://www.laniertech.edu)

Select Banner Web,

Select Enter Banner Web Secure Area,

Scroll to bottom of page and enter your name, then click "Accept",

User ID: Your student ID number or SS number (no dashes),

PIN: Your date of birth (entered as 2 digits for the month, 2 digits for the day, and 2 digits for the year)

Example - if your date of birth was March 2, 1985, you would enter your date of birth as 030285,

Click on "Login",

You should be in Banner Web at this time. Select "Student & Financial Aid",

Select "Student Records",

Select "Academic Transcript",

For Transcript Level, select "CERT, DIPLOMA, DEGREE",

For Transcript Type, select "STUDENT",

Click "Submit",

Your transcript will display.

Click on your printer icon to print an unofficial transcript. (BannerWEB will not permit printing an official transcript.)

**Official transcripts** require a written release with the student signature and a \$5 fee per official transcript. The **Request Your Lanier Tech Transcript** form is available at:

[www.laniertech.edu](http://www.laniertech.edu)

Click on the "More Links" drop down box, selecting "Forms & Policies".

Scroll down the page to "Registration & Records",

Select "Request Your Lanier Tech Transcript", print, complete, sign, and fax to 770.531.6328 or mail along with your official transcript fee to:

Lanier Technical College

Attention: Transcript Requests

2990 Landrum Education Drive

Oakwood, GA 30566

Transcript fees may be paid by telephone to the College Cashier using a debit or credit card by calling 770.531.6099 or 770.531.6456.

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