



6 Easy Steps

T.E.S.S. is available Monday-Thursday 8:30-11:00pm EST
Friday 8:30-6:00pm & Saturday 8:00am through Sunday 6:00pm EST

***** TRANSCRIPTS WILL NOT BE AVAILABLE UNTIL SIX WEEKS AFTER THE CONCLUSION OF THE CLASS TAKEN*****

To obtain your transcript follow these 6 EASY STEPS:

1. Log onto the Internet at <http://tess.tcnj.edu>.
2. Choose the icon  [Student Records, Bill and Personal Information Access](#).
3. Enter your TCNJ ID (if you do not know your TCNJ ID you can use your Social Security #) and PIN (your PIN will be your date of birth in the sequence YYMMDD) and Click on "Login".
4. Under the  **Student Records** list choose [Request Official Transcript](#).
5. Enter the address that you wish to have the transcript mailed to, and make sure "Graduate" is selected from the "Career Level" drop down menu on the right hand side of the screen.
6. Click on "Submit Transcript Request".

Your transcript will be sent to the address indicated. If you would like a copy of an Unofficial Transcript for your personal records, you can print out a copy by choosing the [Unofficial Transcript](#) option under the "Student Records" list.