

# WESTERN OREGON UNIVERSITY

## Division of Extended Programs

### Viewing Your Grade and Unofficial Transcript Online at Wolf Web

#### **Are you a first-time user of Wolf Web?**

- To obtain your login information, go to [www.wou.edu/accountlookup](http://www.wou.edu/accountlookup)
- Click on “Set Pawprint Password...”
- Enter your Social Security Number and Last Name as prompted
- Review and agree to the Acceptable Use Policy
- Make note of your WOU V#, email address and user name
- Follow the steps to create a password

#### **To Access Wolf Web:**

- go to the WOU homepage: [www.wou.edu](http://www.wou.edu)
- On the left, under “Current Students” choose the link “Wolf Web Online Services”
- You have two login options:
  - Your User ID and password used to access WOU email (see above), **OR**
  - Your SSN or V# and your PIN
- If you’ve forgotten your password, you can reset it by going to [www.wou.edu/accountlookup](http://www.wou.edu/accountlookup)
- If you require assistance, call the Division of Extended Programs: 503-838-8483

### Requesting an Official Transcript

- ☆ **NOTE:** To prevent having to pay the transcript fee twice, please make sure your grade has been posted before requesting an official transcript. Transcript costs vary; please check the transcript instructions for your options.

Official transcripts are available only from the Registrar’s Office.

- Please read the instructions for requesting transcripts first:

[http://www.wou.edu/provost/registrar/forms/transcript\\_instruct.php](http://www.wou.edu/provost/registrar/forms/transcript_instruct.php)

- The transcript request form can be printed from the web:

[http://www.wou.edu/provost/registrar/forms/transcript\\_request.doc](http://www.wou.edu/provost/registrar/forms/transcript_request.doc)

Requests may be made by mail, fax (503-838-9696), or in person:

ATTN: Transcripts  
WOU Registrar’s Office  
345 N. Monmouth Avenue  
Monmouth, OR 97361