

VIEW YOUR LANIER TECHNICAL COLLEGE ACADEMIC TRANSCRIPT



www.laniertech.edu

Select Banner Web,

Scroll to bottom of page and 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

Click on the "Student Affairs" link,

Click the "Transcript Request" button,

Click the "Transcript Request Form" link, 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 770.533.6909 or 770.533.6908.

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