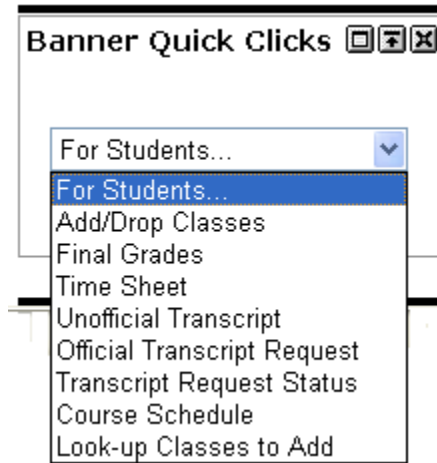


ONU Student Web Academic Record Services

available 24/7 on the web through Luminis, the ONU portal

1. Go to the ONU web page www.onu.edu
2. Log on to the ONU Web Portal (**Luminis**) lower left corner.
3. Enter your Luminis Username and Password



View/print Term Grades on the web by:

1. Select 'Final Grades'
2. Select the proper term and click on 'Display Grades'

(Note: Your name and ONU ID are at the top of this web page.)

Grades on the web are viewable as soon as they are entered, HOWEVER hours, points, and GPA are not calculated until all grades for the term are entered and the Registrar's Office has run several processes dealing with repeats, GPA calculation, and academic status usually late on the Monday after finals week.

Request a Transcript on the web by:

Note: There is a limit of three (3) transcript requests per day!

1. Select 'Official Transcript Request' and carefully follow the instructions.

Transcripts can be sent to:

1. External (**not** ONU) College Code
2. One of **Your** Addresses.
3. Internal (ONU) College. **DO NOT USE**
4. Issue to: **You fill in the information the person's or business name on the first page, press 'Continue', then enter the rest of the address on the next page.**

To have a transcript which includes your current term grades sent, you must on the 'Transcript Options' page for 'Print Transcript' must select 'Hold for Grades'.

Review the Status of all Transcripts requested by:

1. Select 'Transcript Request Status'.
2. Select a date
3. Click on 'Submit'

View/print an UNOFFICIAL Transcript on the web by:

1. Select 'Unofficial Academic Transcript'.
2. Click on 'Submit'

(Note: Your name and ONU ID are at the top of this web page.)

View/print your Class Schedule (by Day and Time) by:

Select **Course Schedule**

(Note: Your name and ONU ID are at the top of this web page)

