



Within 24 hours of registering for a PD course, you'll be able to access your student account with us using Self-Service Ashland. There, you'll find printable financial statements and grade reports, plus, a link for requesting transcripts, once your grades have posted.

To get started: Visit: <https://selfservice.ashland.edu>.

- If you don't have a user name, select "*Forgot your user name...?*". You'll be prompted to enter your first and last name, along with your email address. **\*\*Please know, if your email address on AU record does not match the email address you enter, you will not receive a user name. See below\*\*.**
- If you have a user name, but not your password, select "*Forgot your.. password?*". After entering your user name and email on file, you'll receive a reset password email. Follow prompts given. **\*\*Please know, if your email address on AU record does not match the email address you enter, you will not receive a password reset. See below\*\*.**

#### Once logged in:

To print a financial statement:

- Select "Student Accounts" and then "View Statements". Right click on your screen for a print option.

To view grades or print an unofficial transcript:

- Select "Academics" on the left menu bar.
  - Select "Grades" to view if your grades are posted.
  - Or, select "Unofficial Transcript" to download a PDF copy.

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Once grades are posted, you can order an official transcript by going to <https://www.ashland.edu/administration/registrar/transcript-request>

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**\*\* If you do not receive your username or password email,  
or if you need to change your email address in our records,  
please contact us at [pds@ashland.edu](mailto:pds@ashland.edu).**

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*Thank you for choosing Ashland University Professional Development*