




How to check your order status

1. Sign in to Orion via the Galaxy webpage.
2. Click on the My Academics tile, click the “Order Official Transcript” link.
3. Select Orders.

[DASHBOARD](#)[ORDERS](#)[PROFILE ▼](#)

4. Order Status will display.

Track Orders

Document ID	Status	Recipient	Price	Track
[REDACTED]	Order submitted to University of Texas - Dallas	Test	\$0.00	▼
<div><div><h4>Where's my transcript?</h4><p>Order submitted to University of Texas - Dallas</p><p>Your transcript was ordered on November 23, 2022. University of Texas - Dallas needs to review and approve it before it can be sent.</p></div><div><p>University of Texas - Dallas</p><p>Document Type: Transcript Delivery Type: Mail</p></div><div><p>Parchment</p><p>Recipient Test 800 W Campbel Rd Richardson, TX, 75080</p></div><div><p>Recipient</p></div></div>				

How to update account information

1. Sign in to Orion via the Galaxy webpage.
2. Click on the My Academics tile, click the "Order Official Transcript" link.
3. Select Profile then Select Account Settings.



4. Update the desired information and Save Settings.

Your Information

*Required Field

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth *		
<div>Month <input type="text"/></div>	<div>Day <input type="text"/></div>	<div>1966 <input type="text"/></div>
Please provide date of birth		
Gender *	Highest Level of Education *	
<div>Gender <input type="text"/></div>	<div>Education Level <input type="text"/></div>	

SAVE SETTINGS

Contact Information

*Required Field

Address	
<input type="text"/>	
Address 2	
<input type="text"/>	
City	State
<input type="text"/>	<div>State <input type="text"/></div>
Postal Code	Country
<input type="text"/>	<div>Country <input type="text"/></div>
Phone Number	
<input type="text"/>	

SAVE SETTINGS