

# CREDENTIALS SOLUTIONS: ELECTRONIC TRANSCRIPTS



February 2017

By Mia Rojo

# UPCOMING CHANGES WITH TRANSCRIPTS REQUESTS

## Current Ways to get an OCCC transcript

- Currently a student can request a transcript through 5 different methods:
  - In person
  - Via MineOnline requests
  - Via Fax
  - Via Email
  - Via Credentials Solutions

## Changes after Spring Break

**After Spring Break....** Transcript Request forms will go away completely. Below are the ways a student can get an OCCC transcript.

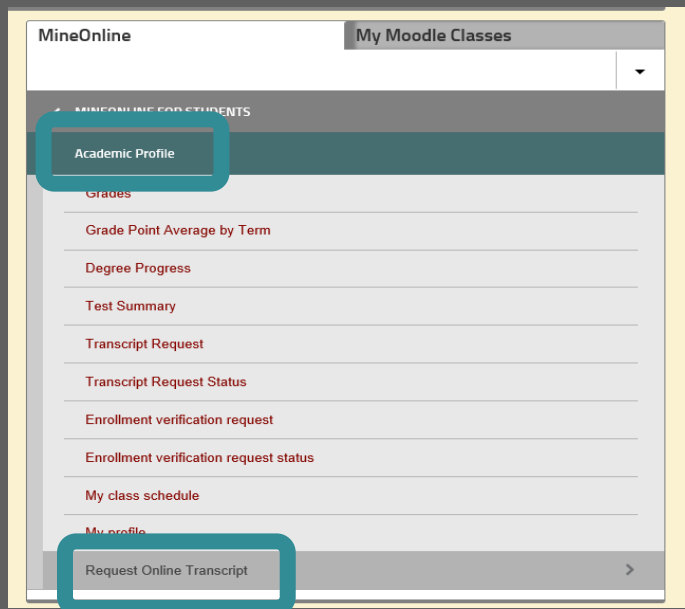
- In person (Issued to Student) – (Free)
- Current students will have to use their MineOnline account to request a transcript to a third party – (Free)
- Former student will have to use Credentials Solutions or come in person to get a transcript. In person transcripts will be (Issued to Student).

# CREDENTIALS SOLUTIONS: CURRENT STUDENTS

MineOnline Orders

# CREDENTIALS SOLUTIONS ORDER FORM: (CURRENT STUDENTS)

Direct Access from MineOnline (no additional steps needed from the student).  
Because the student is already logged into their MineOnline, the order will be prepopulated.



MineOnline My Moodle Classes

MINEONLINE FOR STUDENTS

Academic Profile

Grades

Grade Point Average by Term

Degree Progress

Test Summary

Transcript Request

Transcript Request Status

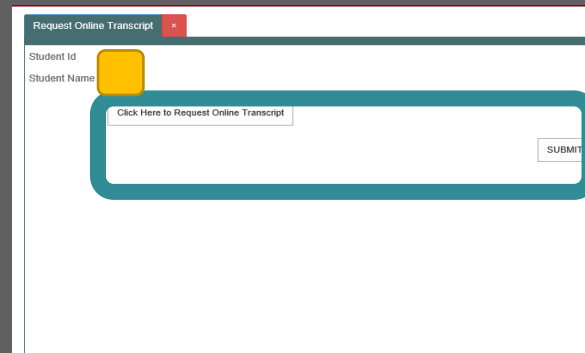
Enrollment verification request

Enrollment verification request status

My class schedule

My profile

Request Online Transcript



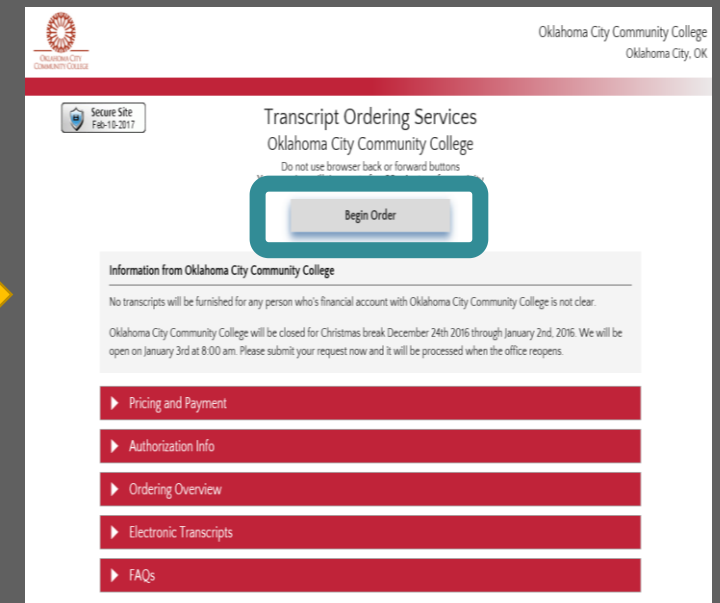
Request Online Transcript

Student Id

Student Name

Click Here to Request Online Transcript

SUBMIT



Oklahoma City Community College  
Oklahoma City, OK

Secure Site  
Feb-18-2017

Transcript Ordering Services  
Oklahoma City Community College  
Do not use browser back or forward buttons

Begin Order

Information from Oklahoma City Community College

No transcripts will be furnished for any person who's financial account with Oklahoma City Community College is not clear.

Oklahoma City Community College will be closed for Christmas break December 24th 2016 through January 2nd, 2016. We will be open on January 3rd at 8:00 am. Please submit your request now and it will be processed when the office reopens.

- ▶ Pricing and Payment
- ▶ Authorization Info
- ▶ Ordering Overview
- ▶ Electronic Transcripts
- ▶ FAQs

# STARTING AN ORDER...

Once the student has started the form they will go through several sections:

- a. Student Info
- b. Order Options
- c. Recipient(s)
- d. Summary
- e. Payment.

The cost per transcripts start at \$5.00 and they can go up depending on the method of delivery and the quantity of transcripts.

# STUDENT INFO

**Student Info:** If the order was started using MineOnline the basic information will be prepopulated. The student will have to fill out the phone number and email.


However, if the order was started from the website the student will have to provide the information themselves.

This screenshot shows a form titled "Student ID" with a search box containing a yellow box and an "X" icon. Below it are fields for "Attended From Year" (YYYY), "Attended To Year" (YYYY), and "Birth Date" (MM/DD/YYYY), all marked as required. The "Enter names as they exist in the school records" section includes "First Name", "Middle Name" (with a hint "Enter if you think it is on your school record"), "Last Name", "Suffix" (with options "(optional) Jr, Sr, etc."), and "Other Last Names" (optional). The "Enter your current address" section includes a "Country" dropdown (UNITED STATES), "Current Address", "City", "State" (OK), and "ZIP Code" (73149-2231). A "Change Country" button and a "City/State/Zip Help" link are also present.



This screenshot shows a form titled "Communication Information" with a red header. It is divided into three sections: "Email Information - Required to send order receipt and status updates" with fields for "Email Address" and "Verify Email" (both required); "Telephone Information" with a "Telephone Country" dropdown (UNITED STATES), a "Telephone #" field (required), and a note "U.S. numbers must be entered as: NNN-NNN-NNNN"; and "Cell Phone Info - Optional (U.S. numbers only)" with fields for "Cell Phone No.", "Verify Cell Phone No.", and "Cell Phone Co." (dropdown). A "Next" button is circled in yellow at the bottom right, and a "Previous" button is at the bottom left.

# ORDER OPTIONS

 Oklahoma City Community College  
Oklahoma City, OK

Student Info **Order Options** Recipient(s) Summary Payment

Please choose a service for this order

Regular Service - Official Deliver to Recipient  
\$5.00 per copy  
Allow 3-5 business days after receipt of authorization form.

Regular Service - Official Pick-up  
\$5.00 per copy  
Allow 3-5 business days from receipt of authorization form.

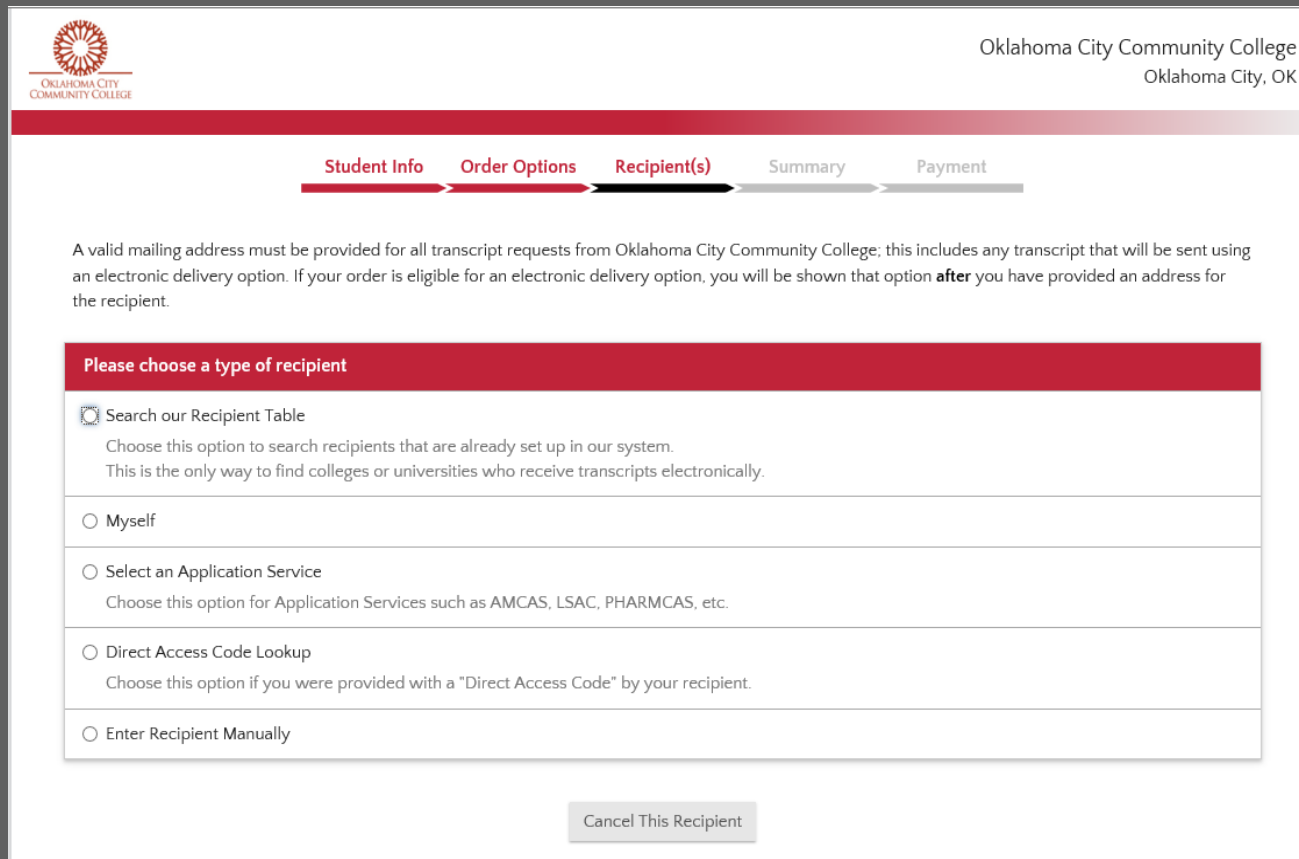
Rush Service - Official Deliver to Recipient  
\$10.00 per copy  
Allow 1 business day after receipt of authorization form.

Rush Service - Official Pick-up  
\$10.00 per copy  
Allow 1 business day from receipt of authorization form.

## Order Options:

Students have the option of selecting which service they need. The cost will increase depending on the urgency of the order.

# RECIPIENT(S)



Oklahoma City Community College  
Oklahoma City, OK

Student Info → Order Options → **Recipient(s)** → Summary → Payment

A valid mailing address must be provided for all transcript requests from Oklahoma City Community College; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

**Please choose a type of recipient**

- Search our Recipient Table  
Choose this option to search recipients that are already set up in our system.  
This is the only way to find colleges or universities who receive transcripts electronically.
- Myself
- Select an Application Service  
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.
- Direct Access Code Lookup  
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- Enter Recipient Manually

Cancel This Recipient

**Recipient(s):** Recipients types include the following:

- Student can select from a recipient table
- They can send the transcript to themselves
- They can select an application service
- Enter the address themselves
- Or using an access code given by an institution (very rare)



# RECIPIENT(S) CONT'D...

Oklahoma City Community College  
Oklahoma City, OK

Student Info Order Options **Recipient(s)** Summary Payment

A valid mailing address must be provided for all transcript requests from Oklahoma City Community College; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

**Please choose a type of recipient**

Search our Recipient Table  
Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

Select the recipient's state:  
Unknown State or Non-US Country

Next

Myself

Select an Application Service  
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

Direct Access Code Lookup  
Choose this option if you were provided with a "Direct Access Code" by your recipient.

Enter Recipient Manually

Cancel This Recipient



Oklahoma City Community College  
Oklahoma City, OK

Student Info Order Options **Recipient(s)** Summary Payment

Searching for Recipient 1 in COLORADO

Search

**Available Recipients**

Address	College/University Type	Delivery Methods
<a href="#">OFFICE OF ADMISSIONS</a> COLORADO STATE UNIVERSITY 1062 CAMPUS DELIVERY FORT COLLINS CO 80523-1062	Undergraduate	PDF Mail
<a href="#">OFFICE OF ADMISSIONS</a> COLORADO STATE UNIVERSITY 1062 CAMPUS DELIVERY FORT COLLINS CO 80523-1062	Graduate	PDF Mail

[My recipient was not found. I want to enter the address manually.](#)

Cancel This Recipient

NOTE: If your school does not have PDF as a delivery method, the transcript will only go as regular mail.

# RECIPIENT(S) CONT'D...

Oklahoma City Community College  
Oklahoma City, OK

Student Info Order Options **Recipient(s)** Summary Payment

### Transcript Recipient 1 - Undergraduate School

**Delivery Address**

**Address** OFFICE OF ADMISSIONS  
COLORADO STATE UNIVERSITY  
1062 CAMPUS DELIVERY  
FORT COLLINS CO 80523-1062  
UNITED STATES

**Telephone #** 970-491-6909

**Attachment Options for this Recipient**

Some recipients require that you include additional information pages ("Attachments") with your transcript when it is sent to them. Any transcript order with an Attachment is currently limited to a single recipient.

ONLY check the box below if you have an attachment or enclosure that must be sent with your transcript:

I am providing an attachment that must be sent with my transcript

**Address Confirmation**

Please Read and check the box to continue. Although we make every effort to maintain current school addresses in our database, it remains your responsibility to ensure that the correct address is used on your transcript order.

I confirm this address

Cancel This Recipient **Next**

Oklahoma City Community College  
Oklahoma City, OK

Student Info Order Options **Recipient(s)** Summary Payment

### Please choose a method for delivery of your transcript for Recipient 1

PDF Delivered to College/University

[? Tell Me More](#)

Cancel This Recipient **Next**

# RECIPIENT(S) "TO MYSELF"

Oklahoma City Community College  
Oklahoma City, OK

Student Info Order Options **Recipient(s)** Summary Payment

A valid mailing address must be provided for all transcript requests from Oklahoma City Community College; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

**Please choose a type of recipient**

Search our Recipient Table  
Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

Myself

Next

Oklahoma City Community College  
Oklahoma City, OK

Student Info Order Options **Recipient(s)** Summary Payment

**Please choose a method for delivery of your transcript for Recipient 3**

PDF Transcript Downloaded by Third-Party Recipient  
[Tell Me More](#)

Printed Transcript Mailed to Recipient

**# Transcripts to this address**

1 Transcript

1st Class Mail

Domestic Federal Express to main 48 states  
\$20.00 for each destination  
Completed orders ready for mailing by 3:00 PM CST are shipped SAME day; after 3:00 PM CST, shipped next business day.

**Attention:** All Federal Express orders require a signature at the time of delivery. Oklahoma City Community College does not offer Federal Express Saturday, Sunday, or Holiday delivery. Undeliverable packages will be returned to Oklahoma City Community College and mailed via 1st Class Mail. Federal Express fees will not be refunded due to lack of signature delivery.

Cancel This Recipient Next

Oklahoma City Community College  
Oklahoma City, OK

Student Info Order Options **Recipient(s)** Summary Payment

**Please choose a method for delivery of your transcript for Recipient 3**

PDF Transcript Downloaded by Third-Party Recipient  
[Tell Me More](#)

PDF transcripts viewed electronically are recognized as official documents. A printed PDF Transcript will be considered "unofficial" and will display the words "PRINTED COPY" on all pages of the PDF.

**Disclaimer:** We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download. You assume all responsibility for:

1. Ensuring that the recipient is willing to accept this transcript in a PDF format
2. Providing the correct email address for the recipient
3. Ensuring that this PDF transcript is downloaded within 30 days (No return)
4. Delays on the part of the recipient in fulfilling his/her responsibilities

Recipient Email

Re-Enter Recipient Email

Printed Transcript Mailed to Recipient

Cancel This Recipient Next

# RECIPIENT(S) TO AN APPLICATION SERVICE

Oklahoma City Community College  
Oklahoma City, OK

Student Info → Order Options → **Recipient(s)** → Summary → Payment

A valid mailing address must be provided for all transcript requests from Oklahoma City Community College; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

**Please choose a type of recipient**

- Search our Recipient Table  
Choose this option to search recipients that are already set up in our system.  
This is the only way to find colleges or universities who receive transcripts electronically.
- Myself
- Select an Application Service  
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.  
**Choose an Application Service**
- Direct Access Code Lookup  
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- Enter Recipient Manually

Next

Cancel This Recipient

## Application Services Include:

LSAC

NURSING CAS

PTCAS


NCIAA

NCAA

AACOMAS

All those board certification and sports associations. Students will be able to find them in this table.

# ORDER SUMMARY



Oklahoma City Community College  
Oklahoma City, OK

Student Info   Order Options   **Recipient(s)**   Summary   Payment

### Your Recipients

	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	PDF	COLORADO STATE UNIVERSITY Undergraduate Adm	<a href="#">Remove</a> <a href="#">Update</a>
Recipient 2	1 Transcript	PDF	NCAA ELIGIBILITY CENTER Special-Purpose	<a href="#">Remove</a> <a href="#">Update</a>
Recipient 3	1 Transcript	Printed 1st Class Mail	MIA ROJO 6141 COURTYARDS CT OKLAHOMA CITY OK 73149-2231	<a href="#">Remove</a> <a href="#">Update</a>

[Add Recipient](#)  
Enter additional recipients (maximum of 5 allowed on this order)

[Continue to Order Summary](#)

### Basic Order Information

[Edit](#)

**Service Type:** Regular Service – Official Deliver to Recipient

**When to Send Transcript:** Send Now (current term grades might not be included)

**Primary Reason for Ordering :** For Me to Send/Deliver to Someone Else

### Your Recipient(s)

[Edit](#)

	Quantity	Delivery Method	Recipient
Recipient 1	1 Transcript	PDF	COLORADO STATE UNIVERSITY Undergraduate Adm
Recipient 2	1 Transcript	PDF	NCAA ELIGIBILITY CENTER Special-Purpose
Recipient 3	1 Transcript	Printed 1st Class Mail	MIA ROJO 6141 COURTYARDS CT OKLAHOMA CITY OK 73149-2231

### Summary of Charges for Your Order

School Transcript Charges:	\$15.00
Handling Charges:	\$ .00
<b>Total Charge for This Transcript Order:</b>	<b>\$15.00</b>

# KEEP IN MIND...

- You will get an email with your order information. You can use that order number to keep up with the status of your order:  
<https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER010391>
- If you have a hold on your account you have 30 days to resolve it. After 30 days if the hold is not resolved your order will be cancelled.
- If you have to turn in an attachment , you only have 30 days to submit any documentation directly to Credentials Solutions.
- Your credit card does not get charged until the order is complete.