

CREDENTIALS SOLUTIONS: ELECTRONIC TRANSCRIPTS



February 2017

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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: FORMER STUDENTS

Alumni and Former Students

CREDENTIALS SOLUTIONS ORDER FORM: (FORMER STUDENTS)

For this option students will be using Automatic Authorization done by Credentials Solutions. If for some reason something does not match the student will have to submit a signature page to Credentials.

The order form can be reached at: <http://www.okcc.edu/records/transcripts.html>

Graduation
Student IDs & Parking Decals
Transcript Requests
Forms
FERPA
GPA Calculator
Academic Freshman


RECORDS

- Request an OCCC transcript (official and/or unofficial)
- Student ID cards
- Parking permits
- Certified schedules
- Enrollment verifications

Order Transcripts Online

Ordering transcripts online is the fastest and most convenient method. Oklahoma City Community College utilizes Credentials, Inc. and accepts transcript requests via a secure web site 24 hours per day, 365 days per year. Operator assistance available (CST/CDT) 7:00 a.m. to 7:00 p.m. Monday through Thursday; 7:00 a.m. to 5:00 p.m. Friday, by calling (847)-716-3005.

Enter the TranscriptsPlus® site below to begin your order.



TranscriptsPlus®
A service provided by Credentials Solutions

[Check the status of my transcript order](#)

Oklahoma City Community College
Oklahoma City, OK

Secure Site
Feb-10-2017

Transcript Ordering Services

Oklahoma City Community College

Do not use browser back or forward buttons
Your session will time-out after 60 minutes of no activity

[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

on 01-12-2017 at 17:15:01

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THIS FORM MUST BE SIGNED AND FAXED OR MAILED AS SHOWN BELOW.

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Mail to: CREDENTIALS INC. OR **Fax To:** 1-847-446-4280
OKLAHOMA CITY C.C. TRANSCRIPT AUTHORIZATION
436 W. FRONTAGE RD. SUITE 260
NORTHFIELD, IL 60093

Do NOT send cover page when faxing.
Please dial area code when faxing.

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Student Information: Student Name: [REDACTED] Other Name: [REDACTED]
Transcript Office Use Only: FEDEX Main48


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Delivery Information:
1 Transcript(s) to
OFFICE OF UNDERGRADUATE ADMISSIONS
UNIVERSITY OF NORTH TEXAS
714 BANKERS COTTAGE LN
COFFELL TX 75019-2091

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I, [REDACTED] hereby authorize Oklahoma City Community College to release copy(s) of my academic transcript as directed above [REDACTED]

Signed: [REDACTED]
Dated: 02/13/2017



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YOUR WRITTEN SIGNATURE MUST APPEAR ON THE LINE ABOVE. BLOCK PRINT OR TYPED SIGNATURES ARE NOT ACCEPTABLE. NOTHING THAT YOU WRITE ON THIS FORM WILL BE READ BY ANYONE. WE WILL NOTIFY YOU BY EMAIL, AND/OR TEXT MESSAGE ONCE THIS FORM HAS BEEN RECEIVED.

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: Student will have to provide the information themselves.

Student ID

Attended From Year *Required

Attended To Year *Required

Birth Date *Required

Enter names as they exist in the school records

First Name *Required

Middle Name Enter if you think it is on your school record

Last Name *Required

Suffix (optional) Jr. Sr., etc.

Other Last Names (optional)

Enter your current address

Country UNITED STATES

Current Address *Required

City *Required

State OK * Required Only for United States, Canada, Mexico, and Australia

ZIP Code 73149-2231



Communication Information

Email Information - Required to send order receipt and status updates

Email Address *Required

Verify Email *Required

To avoid problems, please be sure that mysupport@credentialssolutions.com is in your address book.

Telephone Information

Telephone Country UNITED STATES

Telephone # *Required

U.S. numbers must be entered as: NNN-NNN-NNNN
Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No.

Verify Cell Phone No.

U.S. Phones Only - Enter as NNN-NNN-NNNN

Cell Phone Co. --None--

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
OFFICE OF ADMISSIONS COLORADO STATE UNIVERSITY 1062 CAMPUS DELIVERY FORT COLLINS CO 80523-1062	Undergraduate	PDF Mail
OFFICE OF ADMISSIONS 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	Remove Update
Recipient 2	1 Transcript	PDF	NCAA ELIGIBILITY CENTER Special-Purpose	Remove Update
Recipient 3	1 Transcript	Printed 1st Class Mail	MIA ROJO 6141 COURTYARDS CT OKLAHOMA CITY OK 73149-2231	Remove Update

[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
Total Charge for This Transcript Order:	\$15.00

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 a signature page or 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.