
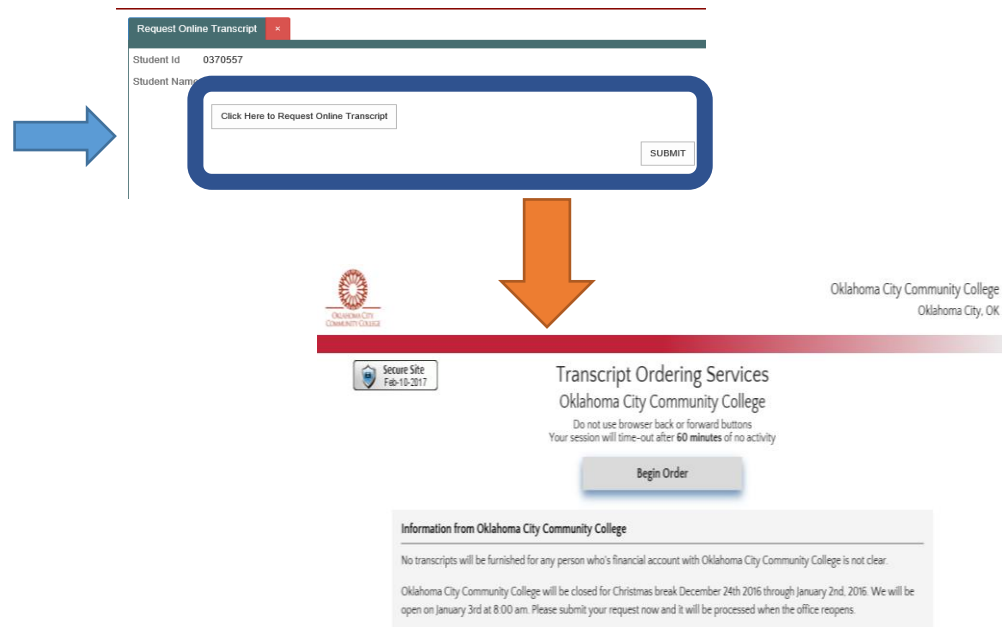
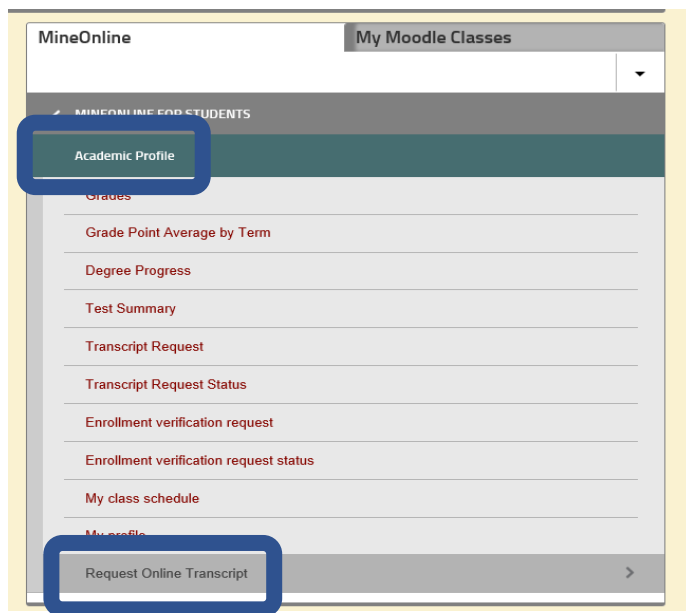


## How to Guide for Electronic Transcripts...

### CURRENT STUDENTS:

1. Log into your student portal
2. Click on the MineOnline Tab
3. Click on the Academic Profile section  Request Online Transcript
4. Click on the “Click Here to Request Online Transcript”
5. You should be on the Credentials Solution Transcript Ordering page.
6. Now you are ready to begin your order.



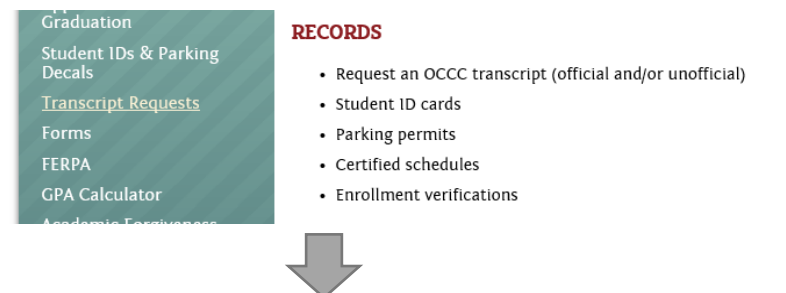
### \*\*\* Things to remember about Recipient(s):

- a. If you are sending the transcript to a school, please use the Recipient Table (you should be able to see your school. Remember if your school has been set up as a school that receives electronic transcripts it should have a PDF and MAIL listed as an option for delivery method.
- b. If you are sending the transcript to yourself, you have the option to enter any email address that you want, or to use your physical address.
- c. Select the *Application Service* option if you are sending your transcript to NURSING CAS, LSAC, PTCAS, AACOMAS, NCAA, NCIAA, OPTCAS, etc...

## How to Guide for Electronic Transcripts...

### FORMER STUDENTS:

1. Go to the Records page: <http://www.occc.edu/records/index.html>
2. On the left navigation menu select “Transcript Requests”: The order form can be reached at: <http://www.occc.edu/records/transcripts.html>
3. Click on the TranscriptsPlus logo
4. You should be on the Credentials Solution Transcript Ordering page. Now you are ready to begin your order.
5. 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 screenshot shows the OCCC website navigation menu on the left, with 'Transcript Requests' highlighted. To the right, under the 'RECORDS' heading, a list of services is provided:


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

A large grey arrow points from the 'Transcript Requests' menu item down to the 'Order Transcripts Online' section.

### Order Transcripts Online

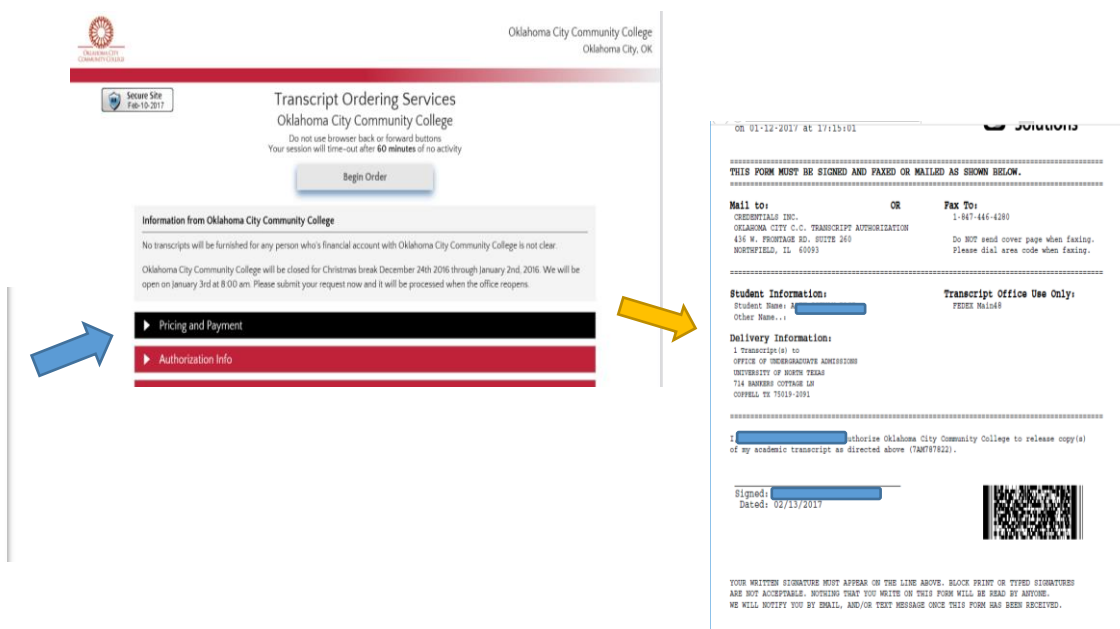
Ordering transcripts online is the fastest and most convenient method. Oklahoma City Community College utilizes Credentials, Inc. and accepts transcript requests via a secure web site 24 hours per day, 365 days per year. Operator assistance available (CST/CDT) 7:00 a.m. to 7:00 p.m. Monday through Thursday;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



The screenshot shows the 'Transcript Ordering Services' page for Oklahoma City Community College. It includes a 'Begin Order' button and a section for 'Information from Oklahoma City Community College' with a warning about financial accounts. Below this are tabs for 'Pricing and Payment' and 'Authorization Info'. A yellow arrow points from the 'Authorization Info' tab to a completed form on the right.

The completed form is titled 'CREDENTIALS SOLUTIONS' and contains the following information:

Mail to: CREDENTIALS INC. OKLAHOMA CITY C.C. TRANSCRIPT AUTHORIZATION, 436 W. FRONTAGE RD., SUITE 260, NORTHFIELD, IL 60093

Fax To: 1-947-446-4280

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


Student Information: Student Name: [Redacted], Other Name: [Redacted]

Transcript Office Use Only: FEESI Mail#4

Delivery Information: 3 Transcripts (s) to OFFICE OF UNDERGRADUATE ADMISSIONS, UNIVERSITY OF NORTH TEXAS, 714 BANKERS OUTPACE LN, COFFIELD, TX 75919-2092

I, [Redacted], authorize Oklahoma City Community College to release copy(s) of my academic transcript as directed above (TAM#7822).

Signed: [Redacted], Date: 02/13/2017



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.

### \*\*\* Things to remember about Recipient(s):

- a. If you are sending the transcript to a school, please use the Recipient Table (you should be able to see your school. Remember if your school has been set up as a school that receives electronic transcripts it should have a PDF and MAIL listed as an option for delivery method.
- b. If you are sending the transcript to yourself, you have the option to enter any email address that you want, or to use your physical address.
- c. Select the *Application Service* option if you are sending your transcript to NURSING CAS, LSAC, PTCAS, AACOMAS, NCAA, NCIAA, OPTCAS, etc...