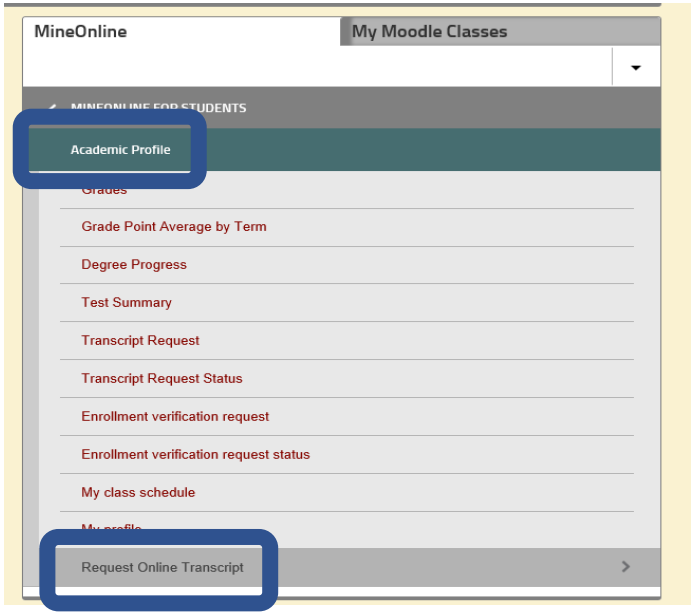
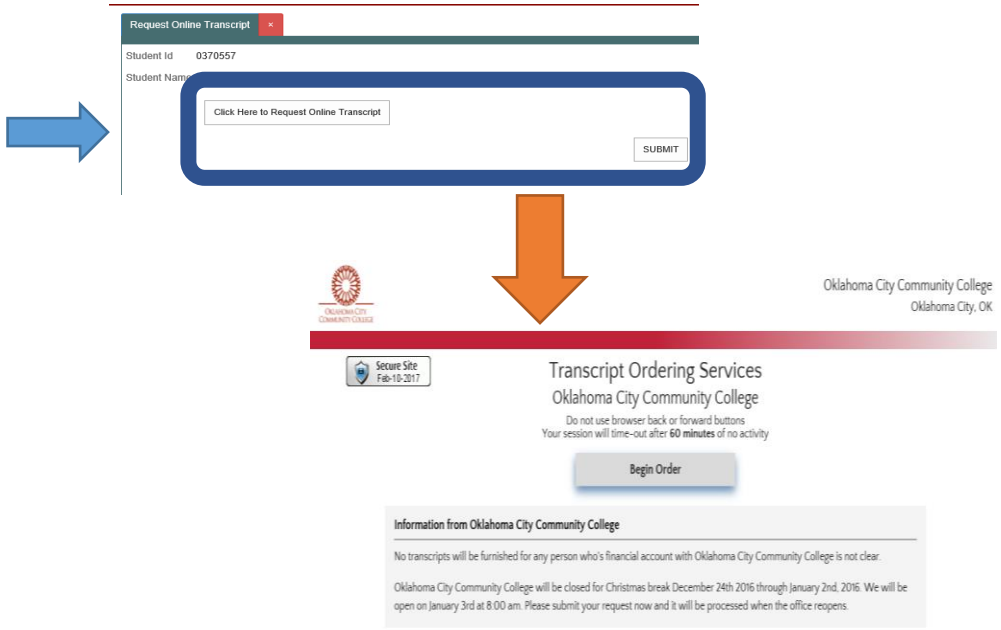
How to Guide for Electronic Transcripts…

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…

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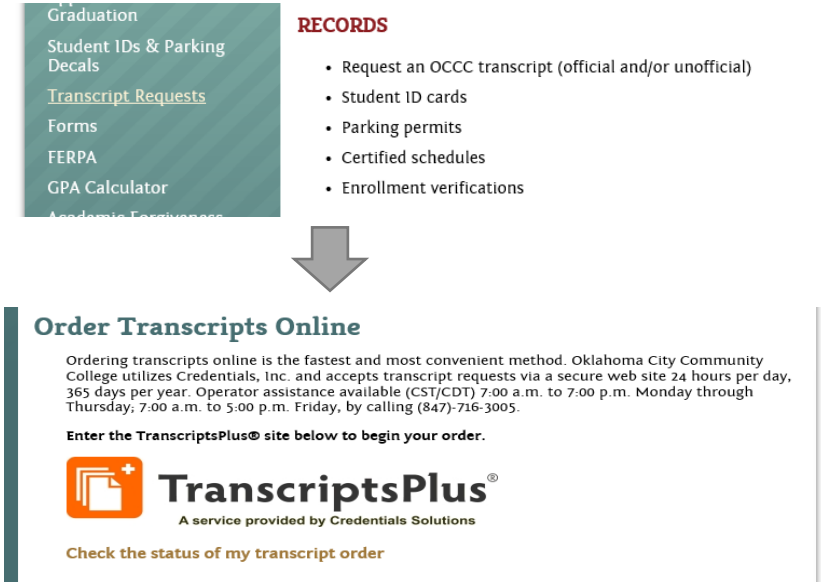
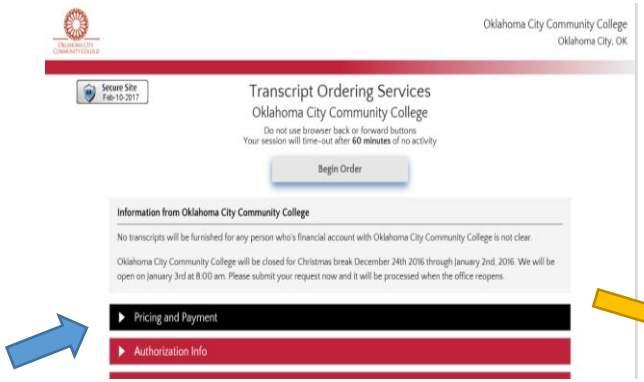
FORMER STUDENTS:

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.





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February 2017