

# SKIDMORE COLLEGE

## Current Students Ordering an Official Transcript (How-to)

### 1. Log In

Go to Student System Login using your favorite browser and login using your Skidmore username and password.

### 2. Official Transcript Request

Click Student Records, from Student Profile section list click the **Official Transcript Request** link.

### 3. Initiate Official Transcript Order

You will be forwarded to a secure website called Student Self-Service Site. Click on **Order a Transcript** link at the bottom of the page. Also notice the link, View the status of your transcript order to track your transcript request.

### 4. Read Instructions

Please read all instructions before beginning your transcript request. Once you have read the instructions, click the green **ORDER TRANSCRIPT(S)** button. Also at the bottom is a View Transcript Order Status link, to track the order.

### 5. Enter Personal Information

- A. Enter your personal information. For the name fields it **MUST BE your LEGAL FIRST and LAST NAME (DO NOT enter your preferred first name)**, otherwise you will get a message that the System cannot find you.
- B. Your **Skidmore Id**, should have automatically populated in the **Student Id** field.
- C. Enter **your contact information** according to the instructions provided on the screen; click **Continue**.

### 6. Transcript and Delivery Details – Who are you sending your transcript to?

Select **the recipient**. If you are sending to **College or University**, select the College. For **Department**, if not listed, select **Not in List** and **type in the Department**, otherwise select the appropriate department. Click **Continue**.

The screenshot shows a web form for selecting transcript recipients. On the left, there are dropdown menus for 'Who are you sending your transcript to?' (set to 'College or University'), 'Country' (set to 'United States'), and 'State/Territory/APO' (set to 'New York'). Below these is a search field for 'Skidmore College' with a dropdown menu showing 'Registrar's Office' and 'Not in List'. On the right, there is a 'Department' dropdown set to 'Not in List' and a 'Department Name' field containing 'OCSE'. At the bottom right, there are two buttons: 'CANCEL ORDER' and 'CONTINUE >'. Red arrows point to the 'College or University' dropdown, the 'Skidmore College' search field, the 'Registrar's Office' dropdown option, the 'Department' dropdown, the 'Department Name' field, and the 'CONTINUE >' button.

## 7. Transcript and Delivery Details – Processing Details and Delivery Information

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When do you want your transcripts processed, select **Current Transcript- Process As Is** to send it now. **How do you want your transcript** (delivery option of Electronic or Mail). During this step you will have *the option to upload additional document(s), if applicable*. Once completed, click **Continue**.

## 8. Recipient Delivery Information

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The recipient's delivery information will display. If sending to **College or University** and the Department was **Not In List**, you will need to provide the recipients email address. Otherwise, please review to make sure it is correct before hitting the **Add to Cart** button.

Provide Delivery Information  
Recipient: SKIDMORE COLLEGE

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient  
SKIDMORE COLLEGE

Recipient Email Address  
OCSE@skidmore.edu

Confirm Recipient Email Address  
OCSE@skidmore.edu

< PREVIOUS    CANCEL    ADD TO CART >

## 9. Pending Order Details

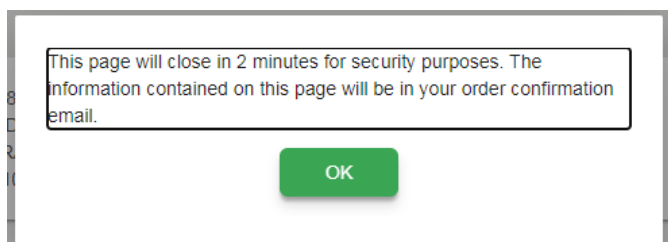
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At this time you can *edit or remove the recipient or add another recipient*. To add another recipient click on the **ADD RECIPIENT** button. If you add another recipient it will loop you back to steps 6 and 7 as to when you want it sent and to whom. If you are finished click **CHECKOUT**.

## 10. Pop-up message box

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Once you see the Pop-up message box stating that the application will close in 2 minutes. Click **OK**. Your request has been completed successfully



**Note:** Once your request has been submitted you will receive one email, a survey/order confirmation and a link to track the progress of your request. Once the transcript has processed, you will receive an email that the transcript was sent and then another email when the recipient retrieves the transcript from Clearinghouse.