

E-Transcripts Step By Step Screens - SACM

Order transcripts from National Student Clearinghouse *for SACM students*

<https://tsorder.studentclearinghouse.org/school/select>

School Notifications

Welcome to Indiana University of Pennsylvania Transcript Ordering Page

If you attended our school prior to 1970, electronic PDF option will not be available.

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

ORDER TRANSCRIPT(S) >

[View Transcript Order Status](#)

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name _____

Middle Name _____
(Optional)

Last Name _____

Date of Birth _____
MM/DD/YYYY

Has your name changed since attending school?

YES

NO

Student Identification Information One of the following is required

Student ID, 8 digits only, do not use @

Dashes are not allowed

OR

Social Security Number

XXX-XX-XXXX

Confirm Student ID, 8 digits only, do not use @

Dashes are not allowed

Confirm Social Security Number

XXX-XX-XXXX

Are you currently enrolled at Indiana University Of Pennsylvania?

YES

NO

CANCEL ORDER

CONTINUE

If a student has a hold, this message will appear under the Student Identification Information section and they can choose yes to continue or no to stop the order and cancel. These messages will correspond to the appropriate hold that is issued, followed by an email notification to the person ordering the transcript:

▲ Hold(s) Identified

Bursar - Partial
Thank you for your interest in ordering your IUP transcript. Unfortunately, there is a Bursar hold on your account. Until this hold is resolved, your transcript request cannot be processed. Please contact the IUP Bursar's Office at 724.357.2207 for information about resolving the hold. Please note, your credit card will not be charged until your hold is resolved and your request is complete.

Do you understand your hold(s) must be cleared before your transcript order will be processed?
Acceptance is required.

This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please DO NOT reply to this message.

Your order has the following holds:

1. Thank you for your interest in ordering your IUP transcript. Unfortunately, there is a Bursar hold on your account. Until this hold is resolved, your transcript request cannot be processed. Please contact the IUP Bursar's Office at 724.357.2207 for information about resolving the hold. Please note, your credit card will not be charged until your hold is resolved and your request is complete.

You may be required to clear the holds for your order to be processed, please contact your institution if you have any questions or need further assistance with the holds.

YOUR ORDER DATE: 05/22/2019 12:57 PM ET
YOUR SCHOOL: INDIANA UNIVERSITY OF PENNSYLVANIA (003277-00)
RECIPIENT: NATHAN BLOSE

IMPORTANT: Your order will be held for up to 30 calendar days after you are notified of the hold and then canceled. You should check with your school for their specific cancellation policy as its cancellation period may be shorter. If your order is canceled, you will not be charged.

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

State/Territory/APO

Zip/Postal Code

Country

United States

Email

Confirm Email

Phone Number

(xxx) xxx-xxxx

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

YES

NO

CANCEL ORDER

CONTINUE

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release [redacted] is determined by recipient type.

College or University

Education Organization, Application Service and Scholarships

Employer or Other

Myself

1

Enter Personal Information

2

Select Transcript and Delivery Details

3

Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Education Organization, Application Service and Scholarships

Select Organization

Not in List

Enter an Organization

Saudi Arabian Cultural Mission

CANCEL ORDER

CONTINUE >

Recipient: [REDACTED]

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Why are you ordering your transcript?

Current transcript – Process As Is – transcript will send as is **After Degree is Awarded** – you wish to wait for your degree to be officially awarded before your transcript is sent (about a 2-8-week process after graduation) This selection is only for students that are graduating in the current term.

After Grades are Posted – you wish to wait for your final grades to be posted before your transcript is sent. This will be at the end of the current semester.

Scholarship

Delivery Information

How do you want your transcript sent?

Electronic

Enter other required instructions only

(Optional)

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE +



Checkout

Pending Order Details

ADD RECIPIENT +

 [Edit](#)  [Remove](#)

Recipient: YOUR SACM ADVISOR
Email: YOUR SACM ADVISOR'S EMAIL

Total Fee for this Recipient: \$10.00
Processing Option: Current transcript
Delivery Method: Electronic ⓘ
Quantity: 1 copy
Transcript Quantity Fee: \$10.00
Documents Uploaded:
Edited_Seal_Crimson.jpg

Total Fee for Order: **\$10.00**

CANCEL ORDER

CHECKOUT >

Provide Delivery Information

Recipient: YOUR SACM ADVISOR

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient

YOUR SACM ADVISOR

Recipient Email Address

YOUR SACM ADVISOR'S EMAIL

Confirm Recipient Email Address

YOUR SACM ADVISOR'S EMAIL

****If you have a financial hold, the recipient AND recipient email address must be SACM in order for your transcript to be released.***

< PREVIOUS

CANCEL

ADD TO CART >

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor: YOUR SACM ADVISOR
Order Number: 12846085

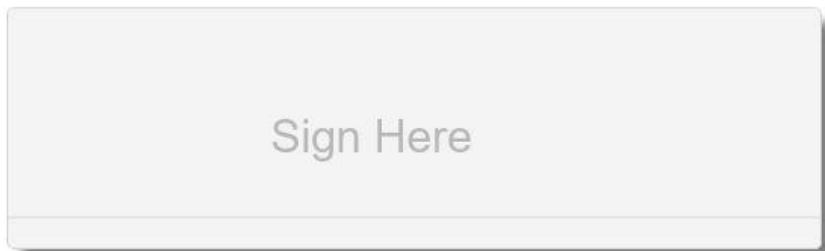
Transcript Recipient(s)
YOUR SACM ADVISOR

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? 

Sign Here



Click inside this box and use your mouse, track pad, or finger (if using a touch screen device) to sign your name.

Signature Date:

By submitting this signature, I, SHAUNI WAGNER, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

CLEAR SIGNATURE

ACCEPT SIGNATURE

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:



Cardholder Name

Cardholder Name is required

Card Number

Security Code

Expiration Date

Month



Year



Do you want to use your contact address as your billing address?

YES

NO

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

State/Territory/APO



Zip/Postal Code

Country

United States



Selecting 'Submit Order' will transmit your payment information to [First Data Corp](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$10.00

CANCEL ORDER

SUBMIT ORDER

This page will close in 2 minutes for security purposes. The information contained on this page will be in your order confirmation email.

OK

How E-Transcripts are Received by the Recipient

When an electronic transcript is sent to a recipient by email, the recipient receives **two** emails from the email address donotreply@studentclearinghouse.org. Be sure to check the junk email/spam folder if the links are not received. The first email includes a link to the transcript. The second email includes an access code that must be entered within the first email to download the transcript. **Both links are only active for 30 days. After the 30 days, the links will expire, and the requestor must place a new order. The transcript must be accessed, downloaded, and saved within 30 days of receipt.**

Email 1: Transcript Link

-----Original Message-----
From: Do Not Reply <donotreply@studentclearinghouse.org>
Sent: Tuesday, October 15, 2019 3:27 PM
To: [REDACTED]
Subject: Transcript Order # [REDACTED] **Transcript Link** for STUDENT NAME - Indiana University Of Pennsylvania

This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please DO NOT reply to this message.

The National Student Clearinghouse Transcript Ordering service has been authorized to release an electronic copy of the official academic transcript for STUDENT NAME from the Indiana University Of Pennsylvania to you.

To download the transcript, click the link below and sign in using the Access Code sent to you in a separate email. The retrieval link will expire in 30 days.

<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure.studentclearinghouse.org%2Ftsdownload%2Ffaces%2FTSDownloadCenter%3Fqu%3D9705590&data=02%7C01%7Csrbozzer%40iup.edu%7C6407b3a340f944bfa1b08d751a95ecb%7C96704ed7a3e14bb8ba918b63ee16883e%7C0%7C0%7C637067660188265739&sddata=zL%2FhFOEE6IB5ENamZErZoHrvvT6BILbPnc8OAMkfjY%3D&reserved=0>

You will be presented with a PDF which is an authenticated and secure copy of the requestor's transcript. We recommend that you save a copy of this transcript as soon as possible. For best viewing experience we recommend using the latest version of Adobe Acrobat. Adobe Reader will need to be set as the default PDF Viewer or you can open the transcript PDF file directly from Adobe Reader.

Questions? Email us at transcripts@studentclearinghouse.org and please include the order # [REDACTED].

National Student Clearinghouse
A Non-Profit Association Founded by the Higher Education Community

<https://nam04.safelinks.protection.outlook.com/?url=www.studentclearinghouse.org&data=02%7C01%7Csrbozzer%40iup.edu%7C6407b3a340f944bfa1b08d751a95ecb%7C96704ed7a3e14bb8ba918b63ee16883e%7C0%7C0%7C637067660188265739&sddata=1uZ8pFlidus%2BN887rOpa581Pap21NxrgrnQ5zbcE45M%3D&reserved=0>

Select this link to access the transcript. You will be prompted to enter the recipient email and the access code provided in the second email.

Email 2: Access Code

-----Original Message-----
From: Do Not Reply <donotreply@studentclearinghouse.org>
Sent: Tuesday, October 15, 2019 3:27 PM
To: [REDACTED]
Subject: Transcript Order # [REDACTED] **Transcript Access Code** for STUDENT NAME - Indiana University Of Pennsylvania

This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please DO NOT reply to this message.

The National Student Clearinghouse Transcript Ordering service has been authorized to release an electronic copy of the official academic transcript for STUDENT NAME from the Indiana University Of Pennsylvania to you.

You can download the transcript using the link that was sent to you in a separate email and this Access Code. The retrieval link will expire in 30 days.

Access Code (case sensitive):
exxJaeXa

For best viewing experience we recommend using the latest version of Adobe Acrobat. Adobe Reader will need to be set as the default PDF Viewer or you can open the transcript PDF file directly from Adobe Reader.

Questions? Email us at transcripts@studentclearinghouse.org and please include the order # [REDACTED].

National Student Clearinghouse
A Non-Profit Association Founded by the Higher Education Community

<https://nam04.safelinks.protection.outlook.com/?url=www.studentclearinghouse.org&data=02%7C01%7Csrbozzer%40iup.edu%7Cb9dfb630c6624d3562f08d751a96293%7C96704ed7a3e14bb8ba918b63ee16883e%7C0%7C0%7C637067660254716899&sddata=ijeWOZT6Lyzw7C23hnE4NsR%2B4dXATLwgEsuAeSArca%3D&reserved=0>

Enter this access code into the first email along with the recipient email.

Checking Transcript Order Status and Resending eTranscript Links

- 1.) To check the status of your transcript order and resend the transcript link and access code link of an eTranscript order, visit www.studentclearinghouse.org. Select **Order-Track-Verify**, then select *Track Transcript Order Status*.

National Student Clearinghouse

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Order a Transcript
Track Transcript Order Status
Verify Degrees, Enrollment & Certification

We're Helping Education Go Further...Join the Journey

Understanding Student Outcomes

Find Out How We Do It

- 2.) Enter the *transcript order number* sent in your order confirmation and the *email address* you used to place the order. Select **view status**.

Transcript Order Status

NATIONAL STUDENT CLEARINGHOUSE Help

System Messages

Important Information: Please be advised there may be delays or disruptions in processing transcript requests for institutions located in Puerto Rico due to the recent earthquakes there. Please check the school's website for closure information.

Sign In

Enter the transcript order number sent in your order confirmation email and the email address you used to place the order.

Order Number
Enter digits only

Email Address

VIEW STATUS

3.) Confirm the details of your order and select **view details**. You are also able to view your order confirmation again if needed by selecting the link *View Order Confirmation*.

The screenshot shows the 'Transcript Order Status' page for a user named DANIEL KEVIN OPLANN. The page features a dark red header with the IUP logo and a 'Help' link. Below the header, the order is identified as being for DANIEL KEVIN OPLANN. An 'Order Summary' section contains the following information: Ordered on January 22, 2020 at 11:14 AM ET; Order Number: XXXXXXX; Requestor Email: [redacted]; and Total Fee Charged for Order: \$10.00. A red arrow points to the 'View Order Confirmation' link. Below this, an 'Electronic Transcript Sent' notification is shown for January 22, 2020 at 11:30 AM, with a recipient name. A red arrow points to a green 'VIEW DETAILS' button. At the bottom of the summary section is a '< BACK TO SIGN IN' button. The footer includes the National Student Clearinghouse address (2300 Dulles Station Blvd, Suite 220, Herndon, VA 20171) and links for 'Contact Us', 'Terms of Use and Privacy Policy', and a copyright notice for 2020.

4.) Review the submission history of your order. To resend the transcript link and access code link, select both and confirm when prompted.

This screenshot shows the 'Order Details' page for DANIEL KEVIN OPLANN, with Order # XXXXXXX-X. The page includes a dark red header with the IUP logo and a 'Help' link. The recipient's name and email are listed. The 'Delivery' is specified as 'Electronic PDF'. Two green buttons, 'RESEND TRANSCRIPT LINK' and 'RESEND ACCESS CODE', are highlighted with red arrows. Below this is a table of the order's submission history, with a red bracket on the left labeled 'Review order history'. The history table contains the following entries:

22 Wed	Electronic Transcript Sent	January 22, 2020 11:30 AM ET
22 Wed	In Process at Indiana University Of Pennsylvania	January 22, 2020 11:15 AM ET
22 Wed	Paperless Consent Form Received	January 22, 2020 11:14 AM ET
22 Wed	Order Placed	January 22, 2020 11:14 AM ET Quantity: 1 copy Total Fee for Order: \$10.00

At the bottom of the page is a '< BACK' button.