SSC Official Transcript Request DETAILED Instructions

READ THESE IMPORTANT NOTES:

Electronic e-mailed official transcripts cost $3.10

Mailed Official Paper Transcript will cost $5.10

Have a credit card ready when you go through this process.

The most important part of you completing this process is that you select
HOLD FOR GRADES if you request the transcript before June 15. If you order your transcripts
after June 15, just select **NOW.**

This page has basic instructions. *** You can find a PDF with pictures of the instructions on my
teacher website. Look for the link on my home page that will take you to the instructions ***
Do NOT send me an email asking HOW to request your transcripts. GO TO MY TEACHER
WEBSITE. Thanks! You can do it!!

1. www.starkstate.edu
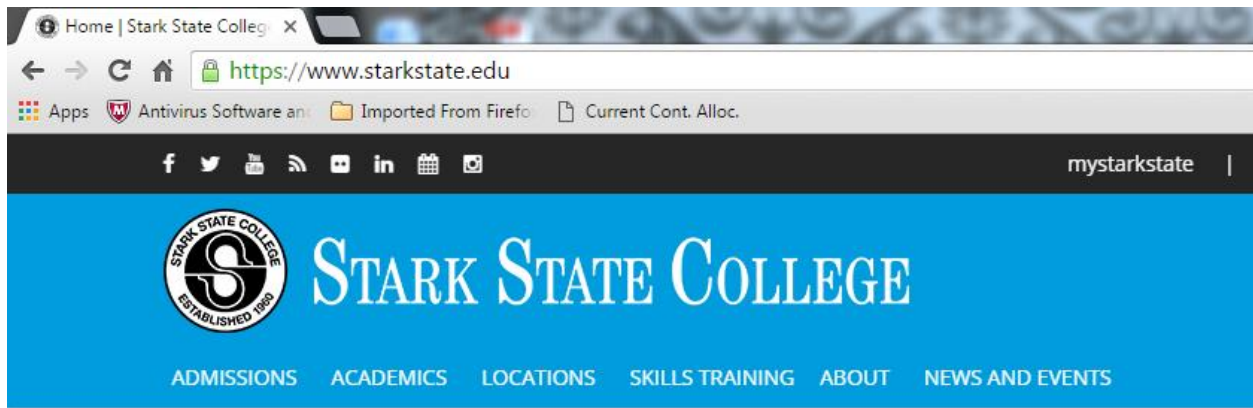
2. Choose MyStarkState (at top)

3. Log In – You've been using this log in for your online writing center visits.
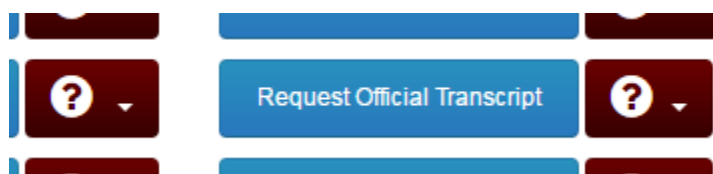
> Your user name is your first initial and your last name and month and day of your birth. Example: BOakley0524
>
> Your password is your three initials then a PERIOD and then the first SIX of your social security number EXAMPLE: BJO.280399
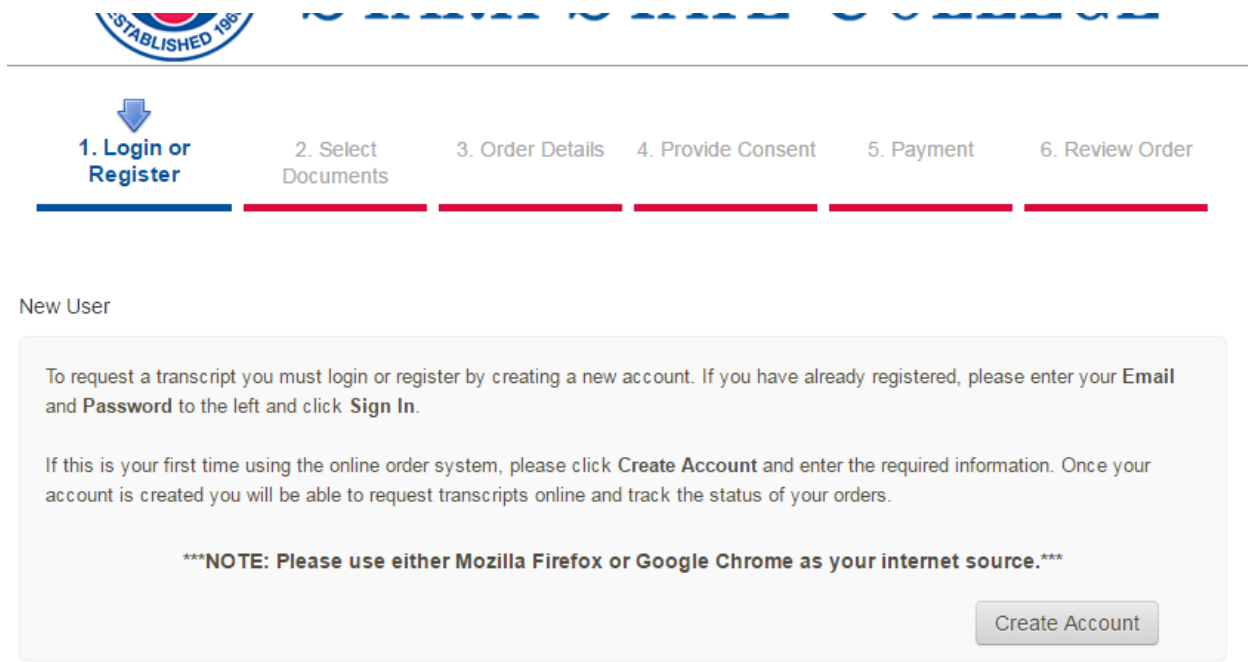
4. Choose MYSTUFF tab (near top)
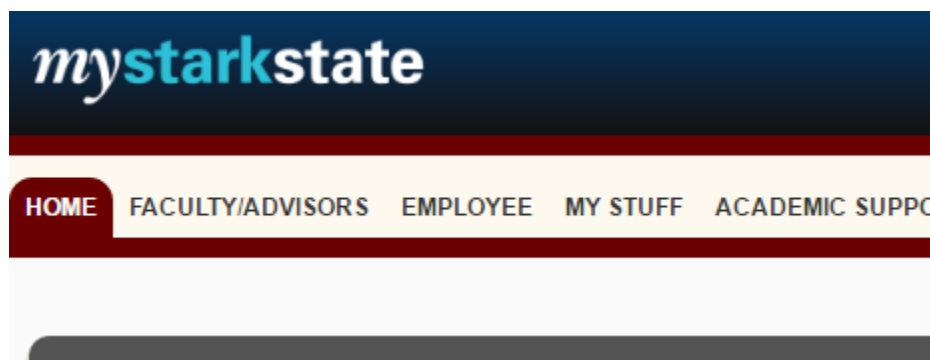
5. Choose: REQUEST OFFICIAL TRANSCRIPTS tab in middle

6. Choose: CREATE ACCOUNT (You DO NOT have an account yet. TRUST ME. Create one.)

1. Login or Register   2. Select Documents   3. Order Details   4. Provide Consent   5. Payment   6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

NOTE: Please use either Mozilla Firefox or Google Chrome as your internet source.

Create Account

7. Fill in all the required RED ASTERICKS form cells and create a user name and password based on the requirements noted to the right. **WRITE DOWN your USER NAME and PASSWORD !!!**

NOTE: If you have already created an account, please login.

Address Details

First Name:		*
Middle Name:		
Last Name:		*
Street Address:		*
Address Line 2:		
City:		* (N
State/Province:	Please select ... ▾	*
Post/Zip Code:		*

8. Type in the school you're sending the official transcript to and press SEARCH.

If there is an EMAIL, you're in luck (cheaper). If no email like in this example, you will owe and additional $2.00 and you must select PAPER TRANSCRIPT - MAILED.
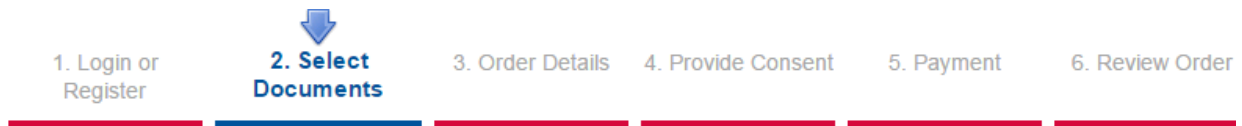
| 1. Login or Register | 2. Select Documents | 3. Order Details | 4. Provide Consent | 5. Payment | 6. Review Orde |

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

| Kent State Stark | Q SEARCH |

1 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Kent State University-Stark	ⓘ	Canton, OH, US	SELECT

| 1. Login or Register | 2. Select Documents | 3. Order Details | 4. Provide Consent | 5. Payment | 6. Review Order |

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

| akron | Q SEARCH |

12 Matches Found:

INSTITUTION	EMAIL	LOCATION	
The University of Akron	ⓘ	Akron, OH, US	SELECT
University of Akron-Wayne College	ⓘ broadus@uakron.edu	Orrville, OH, US	SELECT

Select Product Type

eTranscript $3.10

Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...

Paper Transcript - Mailed $3.10

Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...

Paper Transcript - Mailed with Attachment $3.10

Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...

Paper Transcript - Pickup $3.10

Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume

9. When you get to the screen to choose where you can choose the destination, you need to choose either **NOW or HOLD FOR GRADES** … **Remember, if you complete the process before June 15, choose HOLD FOR GRADES or you'll only get semester one and not semester two.**

Destination:

Ohio State University - Columbus Campus
Columbus, OH 43218-2646

Continue

Document Name:

eTranscript - $3.10
Switch to Mail Delivery

Order Options

Delivery Mode   **Electronic**

Processing Time ❓   Now   **Hold for Grades**   Hold for Degree

Holds are for current term only

Purpose for Transcript (Optional)   --

Attachment (Optional)   Choose File No file chosen

10. Follow the rest of the steps to authorize SSC to send your official transcript.

Consent form to release academic records

FAMILY EDUCA

The Family Educational Rights and Privacy Act
records. FERPA dictates that school personnel
outside of the school system. This includes, but
health concerns, and the balance in your accou
students name, address, telephone number, da
to this Act are allowed in life-threatening situatic
information about students and residents on a r

By checking the box below, you represent that y
you are providing consent to release your educa
Act of 1974, all transcript requests MUST BE M.
(including parents). It is the responsibility of the
educational records to others, including the rele
computer login usernames and passwords, etc.

Please visit the U.S. Department of Educations

☑ I ACCEPT

11. Complete the payment process.

Payment Method

Authorize.Net
SECURE CHECKOUT

After Confirming your order on the next page, you will be sent to Authorize.NET's process your Credit Card payment.

Note: When payment is made with a credit card, the order will appear as "Parchm statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credi change the billing address by clicking the *Change Address* button.

Jennifer Koladin
2496 Victoria Pkwy

Order Information　　　　　　　　　　　　　　　　　　* Required Fields

Invoice Number: 4924237-555966

Description: Stark State College Document Request - powered by Parchment Exchange Authentic
Document Delivery Service

Total: **$3.10 (USD)**

Payment Information

Card Number: [　　　　　　　] * (enter number without spaces or dashes)

Expiration Date: [　　　　　　　] * (mmyy)

Billing Information

First Name: Jennifer　　　　　　Last Name: Koladin

11. If you're using your parent's credit card, the charge will appear on the statement as **PARCHMENT.**

United States

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	$3.10	$3.10
Delivery Mode - Electronic			
Processing Time - Hold for Grades			
Document Date - 04/29/2016 15:56:56			
Send To - Ohio State University - Columbus Campus			
		Sub-Total:	**$3.10**
		Total:	**$3.10**

12. Congratulations. You're finished! Your official grades will be sent to your next institution of higher learning.