

SSC Official Transcript Request 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.)

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 !!!**

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.





Where would you like your document(s) sent?

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

1 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Kent State University-Stark		Canton, OH, US	<input type="button" value="SELECT"/>



Select Product Type

	<p>eTranscript</p> <p>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...</p>	\$3.10
	<p>Paper Transcript - Mailed</p> <p>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...</p>	\$3.10
	<p>Paper Transcript - Mailed with Attachment</p> <p>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...</p>	\$3.10
	<p>Paper Transcript - Pickup</p> <p>Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume...</p>	\$3.10

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.**

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

11. Complete the payment process.

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

12. Congratulations. You're finished! Your official grades will be sent to your next institution of higher learning. ALL Grades will be sent if you took classes at SSC before your senior year for all classes – Any class you took at SSC will appear on the transcript.