

SSC Official Transcript Request DETAILED Instructions

READ THESE IMPORTANT NOTES:

Electronic e-mailed official transcripts cost \$3.10

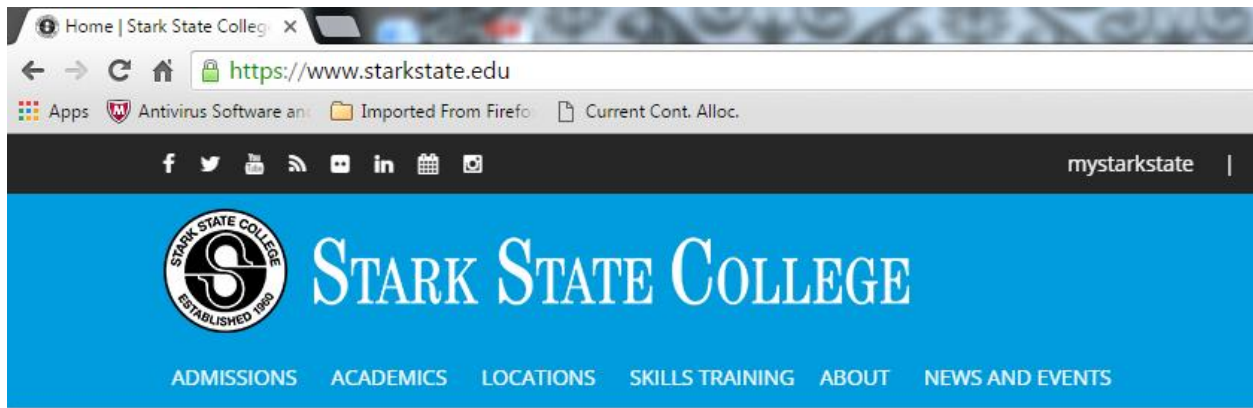
Mailed Official Paper Transcript will cost \$5.10

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)





Enter your Username and Password

Username:

Password:

LOGIN

Help!

Welcome to mystarkstate!

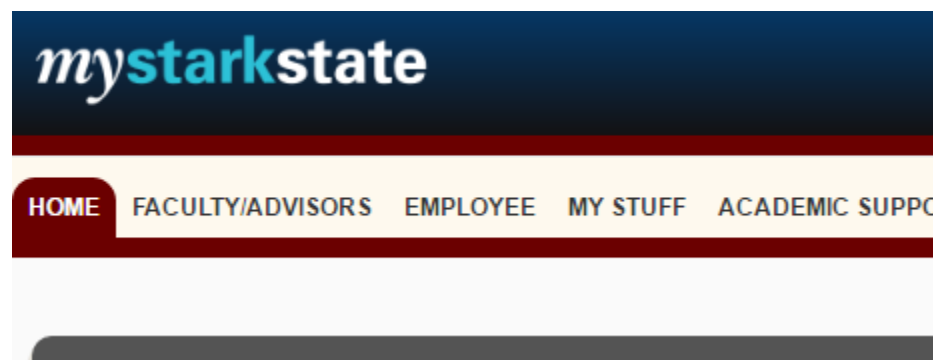
The mystarkstate portal is designed for student faculty, staff and other Stark State College constituencies to serve as the main mode of communication and information delivery to the community.

3. Log In – You’ve been using this log in for your online writing center visits.

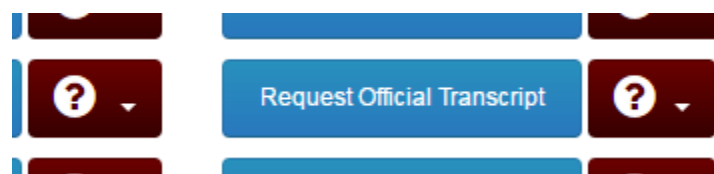
Your user name is your first initial and your last name and month and day of your birth.
Example: BOakley0524

Your password is your three initials then a PERIOD and then the first SIX of your social security number EXAMPLE: BJO.280399

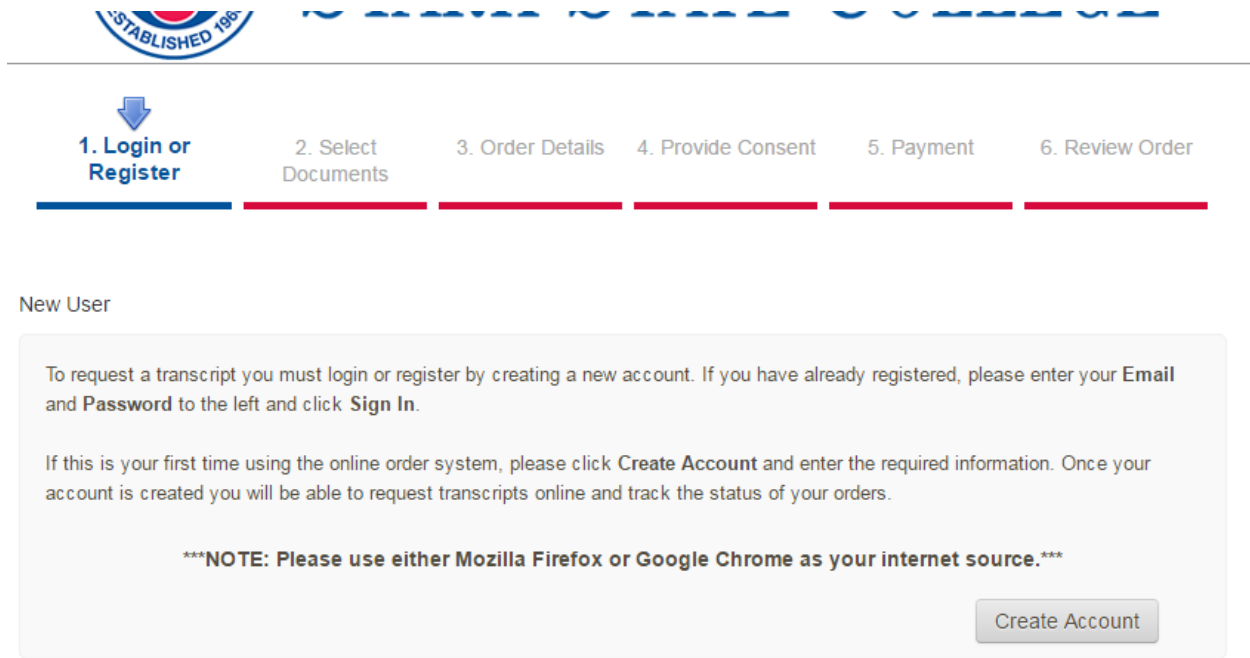
4. Choose MYSTUFF tab (near top)



5. Choose: REQUEST OFFICIAL TRANSCRIPTS tab in middle



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



ESTABLISHED 1986

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:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	* (M)
State/Province:	<input type="text" value="Please select ..."/>	*
Post/Zip Code:	<input type="text"/>	*

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.

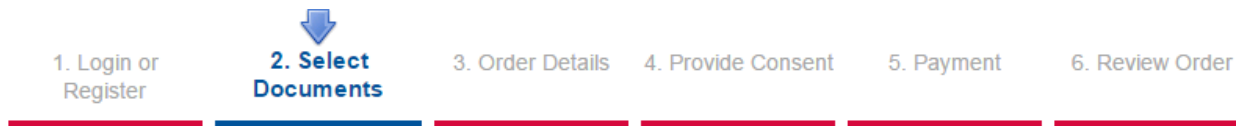


Where would you like your document(s) sent?

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"/>



Where would you like your document(s) sent?

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

12 Matches Found:

INSTITUTION	EMAIL	LOCATION	
The University of Akron		Akron, OH, US	<input type="button" value="SELECT"/>
University of Akron-Wayne College	broadus@uakron.edu	Orville, OH, US	<input type="button" value="SELECT"/>

1. Login or Register

2. **Select Documents**





3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Select Product Type

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

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

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payn

Payment Method



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 credit card. You can change the billing address by clicking the *Change Address* button.

Jennifer Koladin

2406 Victoria Blvd



STARK STATE U

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:

Last Name:

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.