

GETTING STARTED WITH eTranscripts

There are two key processes in order to send transcripts to colleges using Career Cruising:

- ➡ Generating / printing transcripts in your SIS
- ➡ Uploading transcripts to Career Cruising

GENERATING TRANSCRIPTS

1. Load the transcript for a student or load a batch in the SIS.
2. Print the transcripts to a PDF file using the C C Transcript Printer.

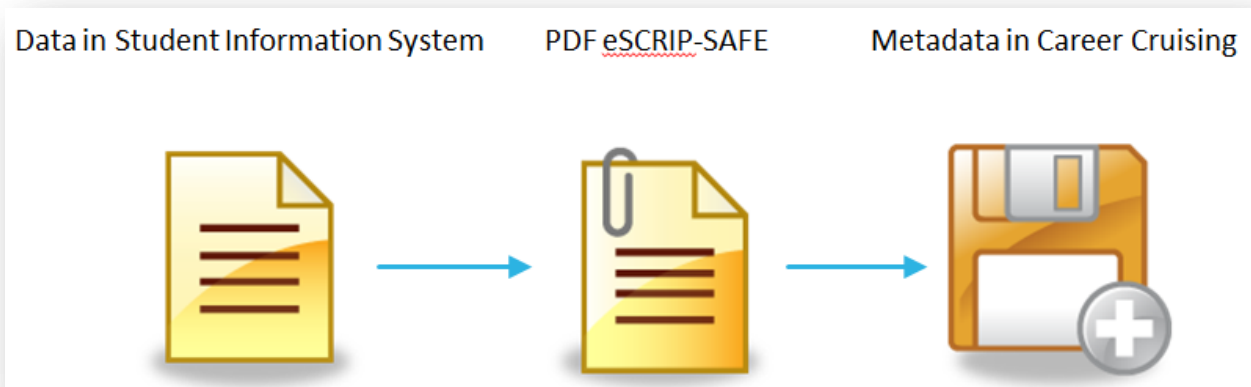


Select the C C Transcript Printer as the Printer

UPLOADING TRANSCRIPTS

1. From the CAMS homepage, select *Upload Transcripts*.
2. Click *Choose File* and find the PDF file of transcripts that you have just created and select *Upload*.
3. Once the file is uploaded, you'll receive a message that the file has been submitted for processing.

WORKFLOW FOR GENERATING TRANSCRIPTS



MAP TRANSCRIPTS TO STUDENT ACCOUNTS

CAREER CRUISING

Administration

Application Planner

Craig Lutz, Third Coast High School

Quick Links

- Advisor Homepage
- Search for Students
- Manage Parent Accounts
- Assignments & Activities

Program Options

- EDP Options
- EDP Completion Standards
- Assessment Options
- Site Settings
- Add or Modify Courses
- NC Employers
- Application Planner

Reports

- EDP Completion Reports
- EDP Reports
- Application Planner Reports
- Mass Print Options
- View License Information
- Helpful Documents
- Enter Career Cruising
- Logout

Transcript List

Transcript Views

- [Unmapped Transcripts \(2\)](#)
Map incoming transcripts to students with no matching student ID number.
- [Confirm Transcripts \(2\)](#)
Approve transcript links for students with a matching student ID number.
- [All Mapped Transcripts \(2\)](#)
View the list of students with transcripts available to be sent.

Confirm Mapped Transcripts

Below are the transcripts that have been generated with matching student ID numbers in Career Cruising. Select the accurate matches and click "Approve Mapping". To change the student linked to a transcript, click on the Edit icon.

[Select All](#) | [Deselect All](#) | [Approve Mapping](#)

Select	Transcript Name	Student ID	Career Cruising Name	Career Cruising ID	Date Printed	Options
<input type="checkbox"/>	Dodero, Cindy	ABC123	Cindy Dodero	ABC123	5/24/2013	
<input type="checkbox"/>	Jaquays, Rahnda	BCD123	Rahnda Jacquays	BCD123	5/24/2013	

REQUEST PROCESS OVERVIEW

