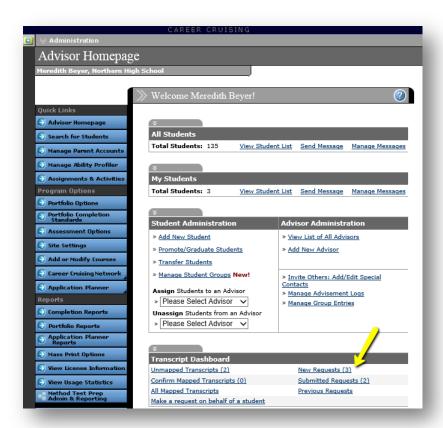
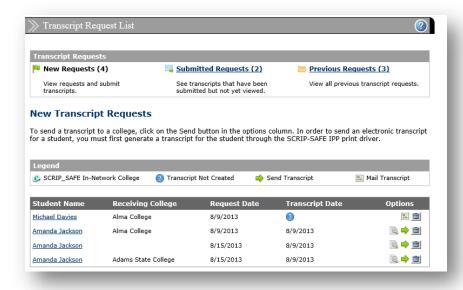
SENDING STUDENT TRANSCRIPTS

You can view all outstanding student transcript requests under *New Requests*, on the Transcript Dashboard on the Advisor Homepage.



You will then see all outstanding transcript requests.



From this page, you will see the following icons:



Indicates that a transcript has not yet been created. You will first need to print this student's transcript.



Allows you to preview the student's transcript.



Allows you to send the transcript electronically.



Allows you to indicate that the transcript will be mailed.



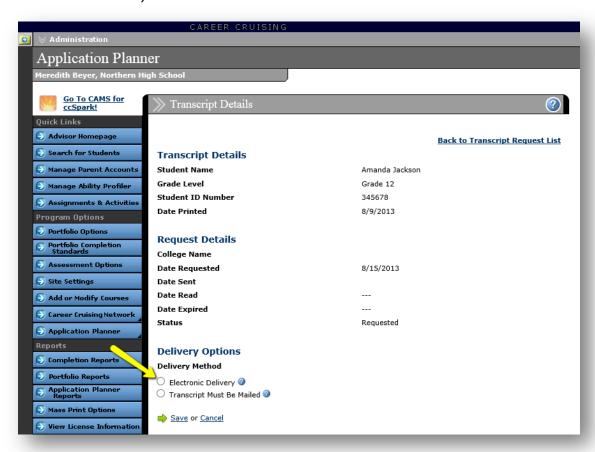
Deletes the transcript request.



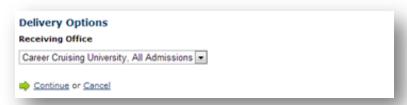
Indicates that a school is part of the Credentials eSCRIP_SAFE Network.



If you are choosing to send the transcript electronically, you can click on the green arrow (as above) and select *Electronic Delivery*.



For Credentials eSCRIP_SAFE In-Network schools, you will be able to select the office where the transcript should be sent.



For schools that are not included in the Credentials eSCRIP_SAFE Network, you can include an email address where the transcript can be sent.

