# **SKIDMORE COLLEGE**

Current Students Ordering an Official Transcript (How-to)

# 1. Log In

Go to Student System Login using your favorite browser and login using your Skidmore username and password.

# 2. Official Transcript Request

Click Student Records, from Student Profile section list click the Official Transcript Request link.

## 3. Initiate Official Transcript Order

You will be forwarded to a secure website called Student Self-Service Ste. Click on Order a Transcript link at the bottom of the page. Also notice the link, View the status of your transcript order to track your transcript request.

#### 4. Read Instructions

Please read all instructions before beginning your transcript request. Once you have read the instructions, dick the green ORDER TRANSCRIPT(S) button. Also at the bottom is a View Transcript Order Status link, to track the order.

## 5. Enter Personal Information

A. Enter your personal information. For the name fields it MUST BE your LEGAL FIRST and LAST NAME

## 7. Transcript and Delivery Details Processing Details and Delivery Information

When do you want your transcripts processed, select Current Transcript- Process As Is to send it now. How do you want your transcript (delivery option of Electronic or Mail). During this step you will have the option to upload additional document(s), if applicable. Once completed, click Continue.

#### 8. Recipient Delivery Information

livery information will display. If sending to College or University and the Department was Not In List, you will need to provide the recipients email address. Otherwise, please review to make sure it is correct before hitting the Add to Cart button.

Provide Delivery Information Recipient: SKIDMORE COLLEGE	
Recipient Delivery Information All fields required, unless otherwise indicated	
Receivert SKIDMORE COLLEGE	_
Recipiert Email Address     Confirm Recipiert Email Address       OCSE@skidmore.edu     OCSE@skidmore.edu	
1	
CANCEL ADD TO CART >	

## 9. Pending Order Details

At this time you can edit or remove the recipient or add another recipient. To add another recipient dick on the ADD RECIPIENT button. If you add another recipient it will loop you back to steps 6 and 7 as to when you want it sent and to whom. If you are finished dick CHECKOUT.

#### 10. Pop-up message box

Once you see the Pop-up message box stating that the application will close in 2 minutes. Click OK. Your request has been completed successfully



Note: Once your request has been submitted you will receive one email, a survey/order confirmation and a link to track the progress of your request. Once the transcript has processed, you will receive an email that the transcript was sent and then another email when the recipient retrieves the transcript from Clearinghouse.