

## TRANSCRIPT ORDER ENTRY

A mailing address for transcripts must be provided for all orders, even transcripts to be sent electronically (PDF).

Please note: Official electronic transcripts (PDF) sent to a 3rd party (where you manually enter the email address) will have "Printed Copy" appear on the transcript when printed. That will not appear on printed copies sent using the recipient table, application service or direct access code.

Current students can very easily order using PAWS, and select "Order Official Transcript" at the bottom of the Student Records Menu.

Former students can order their transcripts here:

<https://www.credentials-inc.com/tplus/?ALUMTRO001674>

### 1. Begin Order

**2. Student Information – Required fields:** Attended from/to Year (estimate okay), Birthdate, Name, Current Address, Email, Telephone #

**3. Order Options** – Select Regular or Rush, Primary Reason for Ordering

**4. Recipient Information** – Select Myself or search for Institution, etc., and then enter recipient information.

**5. Confirm mailing address (even if this is being sent electronically) -Required**

**6. Choose delivery method (printed or pdf)** - Enter email address if sending electronically (PDF) If being mailed, check box and chose 1<sup>st</sup> Class Mail or domestic Federal Express (main 48 states).  
No PO Boxes

**7. Continue to Order Summary** - View order details, if correct select **Go to Payment** at bottom of screen. Once payment has been received, an order number is provided. If order is complete, select **Finish** button. To enter another transcript request, select **Order Another**.

If transcript is being sent electronically (PDF), it is one of the last selection steps in the process. A mailing address must be provided even if the transcript is sent electronically. Once the address is entered and confirmed, you have the option to choose to send the transcript as a PDF.

\* **Transcripts are not sent out until payment is made in full.** Please make sure you do not click on the box "Please check the box at the left if you want to pay in person with cash or a check (i.e. you are not going to use a credit card)" unless you are planning on coming in the office or mailing in the payment to us along with your signed authorization form.

\* Make sure you check your emails for emails from Credential Solutions. If you are an older student you will more than likely have to send back an authorization form. Feel free to email it back to records@eiu.edu.