

## Students: How to request a transcript in SchoolLinks (not using college application manager)

Sometimes you will need to send a transcript to an organization, a college (outside of college application manager), an organization, NCAA, a job, etc. For example, you might need to send a transcript for a scholarship application or to a job to confirm your diploma completion. Please see steps below on how to request a transcript in SchoolLinks.

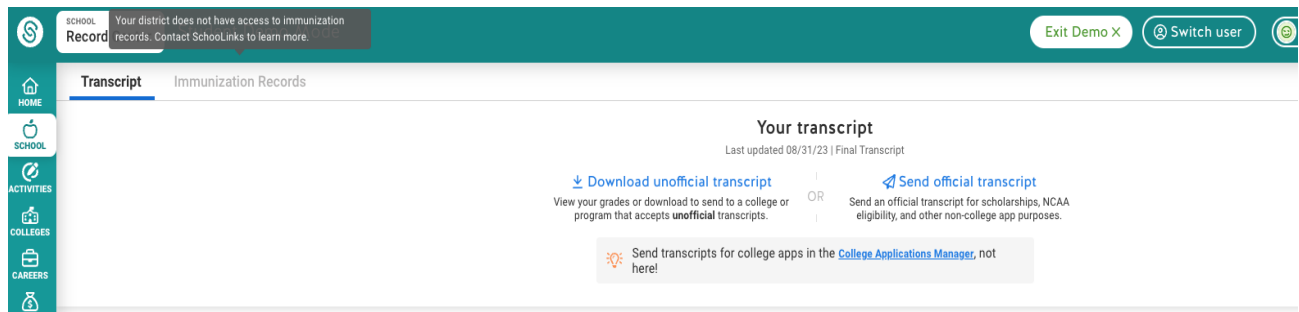
*Note: Transcripts are automatically requested when tracking applications in your College Application Manager.*

### 1. Accessing Record Requests

From the dashboard, click the School icon on the left navigation bar, then select Record Requests from the drop down menu.

### 2. Request a Transcript

Click the Send Official Transcript button



You can request a transcript to be sent to:

- NCAA Eligibility Center
- Email Address
- Mailing Address
- College Address- via Parchment, snail mail or email

### 3. Tracking Transcript Requests

After you send your request, you will see your request, the date you requested it and its status.

When the transcript has been sent, you will see the status change in Record Requests History.

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Below are example screenshots of what you will see:

### College Address

The screenshot shows a modal dialog titled "Where should this transcript be sent?". The background is a blurred view of the "Your transcript" page, which includes options to "Download unofficial transcript" or "Send official transcript". The dialog contains the following elements:

- A dropdown menu for "Destination" with "College Address" selected.
- A text input field for "Central Oregon Community College" with a plus icon on the right.
- A text area for "(Optional) Add a note to send with your request:" with the placeholder "Write here..."
- A button labeled "Send through Parchment" with a document icon.
- Text: "Send to a verified, in-network destination for this college:"
- Two buttons: "Email Address" and "Mailing Address".
- Buttons for "Cancel" and "Send transcript" at the bottom.

### NCAA Eligibility Center

The screenshot shows a modal dialog titled "Where should this transcript be sent?". The background is a blurred view of the "Your transcript" page. The dialog contains the following elements:

- A dropdown menu for "Destination" with "NCAA Eligibility Center" selected.
- A text input field for "Email Address" containing "NCAA Eligibility Center, NCAA Eligibility Center" and "ec-processing@ncaa.org".
- A text area for "(Optional) Add a note to send with your request:" with the placeholder "Write here..."
- Buttons for "Cancel" and "Send transcript" at the bottom.

### Email Address

The screenshot shows a modal dialog titled "Where should this transcript be sent?". The background is a blurred view of the "Your transcript" page. The dialog contains the following elements:

- A dropdown menu for "Destination" with "Email Address" selected.
- Text input fields for "Organization Name", "Receiver Name", and "Receiver Email".
- A text area for "(Optional) Add a note to send with your request:" with the placeholder "Write here..."
- Buttons for "Cancel" and "Send Transcript" at the bottom.

### Mailing Address

The screenshot shows a modal dialog titled "Where should this transcript be sent?". The background is a blurred view of the "Your transcript" page. The dialog contains the following elements:

- A dropdown menu for "Destination" with "Mailing Address" selected.
- Text input fields for "Organization Name", "Receiver Name", "Address Line 1", "Address Line 2", "City", "Zip/Postal Code", "State", and "Country".
- A text area for "(Optional) Add a note to send with your request:" with the placeholder "Write here..."
- Buttons for "Cancel" and "USPS Validate" at the bottom.