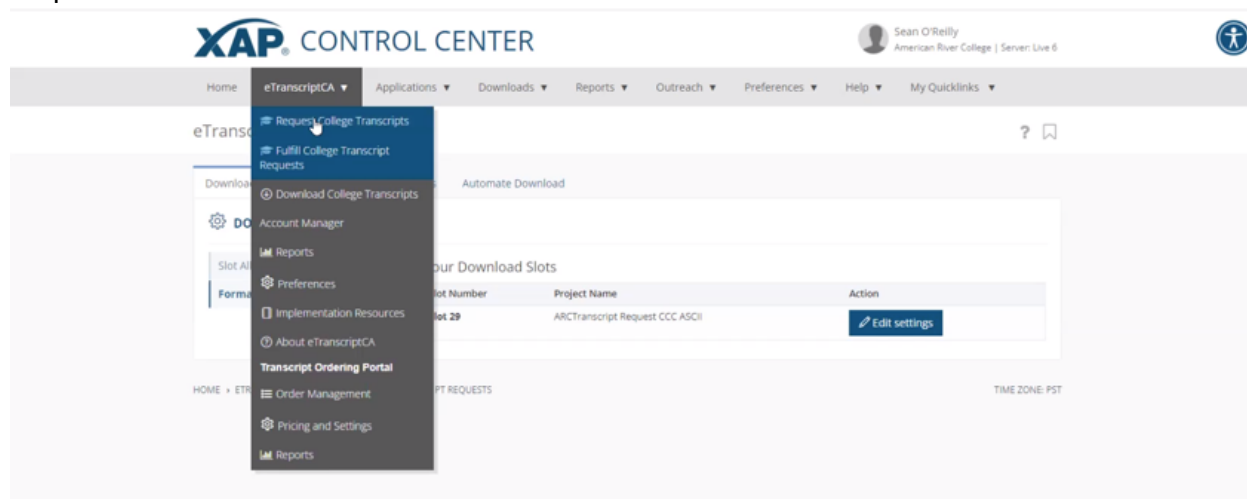
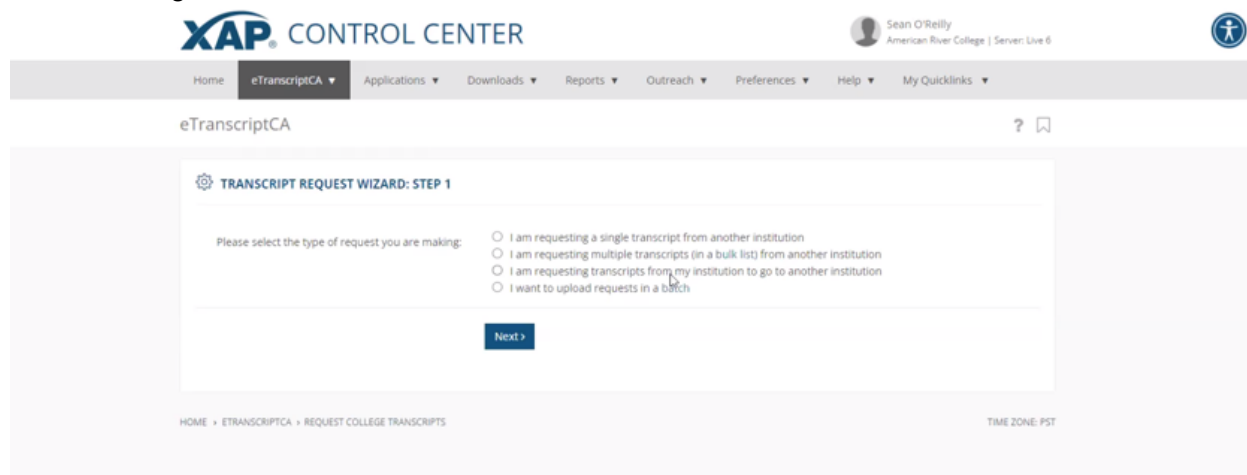


How To Initiate The Unsolicited Transcripts Process in XAP Control Center

A sending institution can initiate an unsolicited transcript request, log into the XAP control center and select the eTranscriptCA option in the navigation bar. Then click on Fulfill College Transcript Requests.



From there, the user should click the radio button for, “I am requesting transcripts from my institution to go to another institution”. Click the “Next” button.



The user will then be navigated to the **Transcript Request Wizard: Step 2 Screen**. The box on the left side of the screen will show a list of institutions. The user should click on the institution that the transcript needs to be sent to. Once the institution is selected, click on the right blue arrow to add it to the Selected eTranscriptCA schools box on the right side of the screen. When finished, click the “Update” button.

NOTE: This can only be done for 1 student at a time. You can add multiple colleges for the transcript to be sent to.

XAP CONTROL CENTER

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eTranscriptCA

TRANSCRIPT REQUEST WIZARD: STEP 2

Select the institution(s) to whom you are sending a transcript

Available eTranscriptCA schools:

- Akron Hancock College
- American River College
- Bakersfield College
- Barstow Community College
- Berkeley City College
- Cal Poly Pomona
- California Baptist University - Online/Professional Studies Div
- Cerritos College
- Cerro Coso Community College**
- Chabot College
- Chaffey College

Selected eTranscriptCA schools:

- Antelope Valley College
- Butte College

Save Changes

The user will then be navigated to the **Transcript Request Wizard: Step 3** screen. This screen will allow you to select other option such as holding the transcripts until degree is awarded, until grades are posted, until a certain date, etc. If none of these options are applicable to the student, press the “Process Immediately” radio button and then click click “Next”.

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TRANSCRIPT REQUEST WIZARD: STEP 3

Request options

Add message for student

Request Hold Options

- ☐ Hold until degree is awarded
Award title:
- ☐ Hold until certificate is awarded
Award title:
- ☐ Hold until grades are posted for
Term:
- ☐ Hold until grade change is complete
Course title:
- ☐ Hold until date
Date: mm/dd/yyyy
- ☐ Other hold condition

Certification options

- ☒ Do not hold for certification
- ☐ Hold for CSU GE certification
- ☐ Hold for CSU IGETC certification
- ☐ Hold for Both CSU GE and IGETC certification
- ☐ Hold for UC IGETC certification

From there, the user will be navigated to the **Transcript Request Wizard: Step 4** page. Choose which format of the request.

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TRANSCRIPT REQUEST WIZARD: STEP 4

Student Information Bulk List

Enter or upload student data in bulk list format. For each transcript requested, choose which of the following fields must be included in the data:

☒ Student ID Number at Transcript Inst. and Date of Birth
☐ SSN - Social Security Number and Date of Birth

Data input method:

☒ Input or paste in student identifier data
☐ Upload bulk list file

On the same screen, you can copy and paste and input the student information into the text box or upload in a bulk upload.

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TRANSCRIPT REQUEST WIZARD: STEP 4

Student Information Bulk List

Enter or upload student data in bulk list format. For each transcript requested, choose which of the following fields must be included in the data:

☒ Student ID Number at Transcript Inst. and Date of Birth
☐ SSN - Social Security Number and Date of Birth

Data input method:

☒ Input or paste in student identifier data
☐ Upload bulk list file

Enter student identifier data for each requested student, one student per row.
Do not enter any characters into this list other than the student identifier data (for example, no commas, quotation marks, etc.)

☐ Only validate the uploaded file; do not add requests into eTranscriptCA

File name: [] All Files

Open Cancel

Enter or upload student data in bulk list format. For each transcript requested, choose which of the following fields must be included in the data:

- ☒ Student ID Number at Transcript Inst. and Date of Birth
- ☐ SSN - Social Security Number and Date of Birth

Data input method:

- ☐ Input or paste in student identifier data
- ☒ Upload bulk list file

Bulk List File: [Choose File](#) No file chosen

☒ Only validate the uploaded file; do not add requests into eTranscriptCA

Upload

HOME > ETRANSCRIPTCA > REQUEST COLLEGE TRANSCRIPTS

TIME ZONE: PST

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eTranscriptCA

UPLOAD REQUESTS

Bulk Transcript Request

Requests identified in the bulk lists:	52
Requests successfully identified and validated:	0
Requests which encountered errors during processing:	52

Error messages:

- Record has absent or invalid number of fields
- 12/20/2022 11:10:06 AM: Error: Description Line #45:
Record has absent or invalid number of fields
- 12/20/2022 11:10:06 AM: Error: Description Line #46:
Record has absent or invalid number of fields
- 12/20/2022 11:10:06 AM: Error: Description Line #47:
Record has absent or invalid number of fields
- 12/20/2022 11:10:06 AM: Error: Description Line #48:
Record has absent or invalid number of fields
- 12/20/2022 11:10:06 AM: Error: Description Line #49:
Record has absent or invalid number of fields

Right-click here and select "Save Target As" to download the file.

The transcripts that were requested will then show up in the **Transcript Reports** page. This page will also show you additional information such as what transcripts your institution has received, which ones were requested, etc.

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[eTranscriptCA](#)
[Applications](#)
[Downloads](#)
[Reports](#)
[Outreach](#)
[Preferences](#)
[Help](#)
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eTranscriptCA

[College Transcripts](#)
[High School Transcripts](#)
[Transcript Count](#)

TRANSCRIPT REPORTS

Available Transcript Reports

Incoming transcripts from other institutions

Transcripts we've requested: Summary Detail

Transcripts we've received: Summary Detail

Transcripts we're waiting to receive: Summary Detail

Outgoing transcripts to other institutions

Transcripts requested by all institutions: Summary Detail

Transcripts we've sent: Summary Detail

Miscellaneous Reports

Institution profiles: All institutions Selected institution

Student e-mail addresses: Student e-mail addresses

SPEEDE server registrant codes: SPEEDE server registrant codes

Below is a diagram of the automated request fulfillment workflow for reference. For a more in-depth demonstration on all the functionality available, please contact Sean O'Reilly at XAP - SOReilly@xap.com.

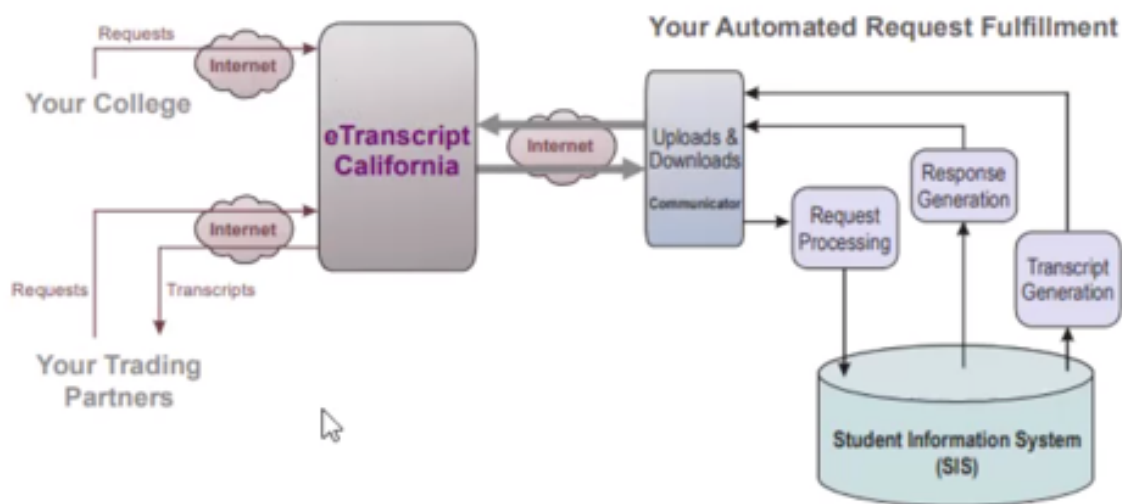


Figure 7. Simple Diagram of Automated Request Fulfillment

CCCTran (eTranscriptCA) Process

