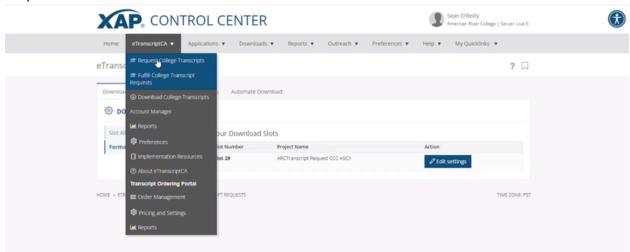
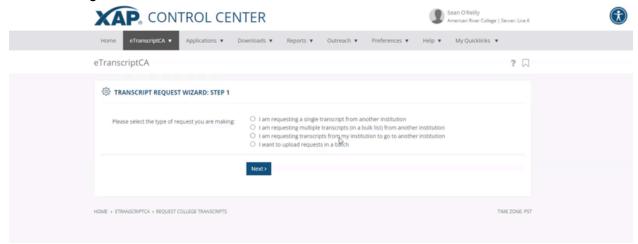
How To Initiate The Unsolicited Transcripts Process in XAP Control Center

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.

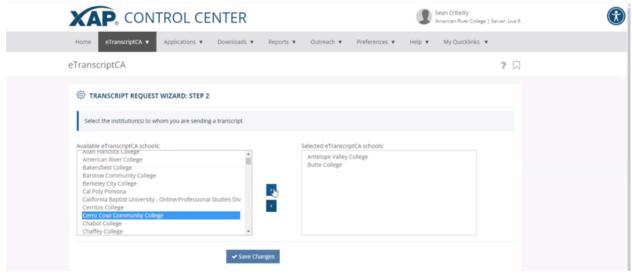


From there, the user should click the radio button for, "I am requesting transcripts from my institution to go to another institution". Click the "Next" button.

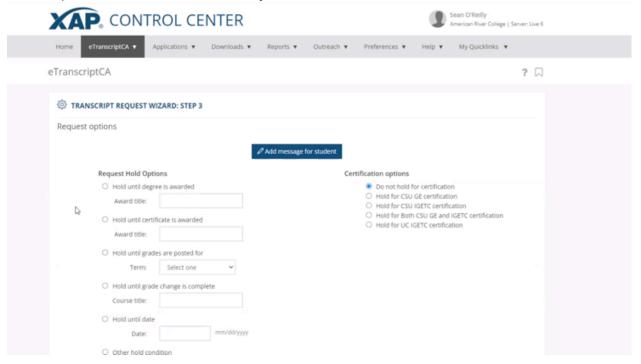


The user will then be navigated to the **Transcript Request Wizard: Step 2 Screen**. The box on the left side of the screen will show a list of institutions. The user should click on the institution that the transcript needs to be sent to. Once the institution is selected, click on the right blue arrow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

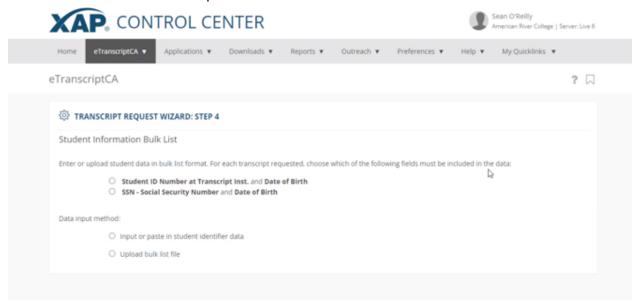
NOTE: This can only be done for 1 student at a time. You can add multiple colleges for the transcript to be sent to.



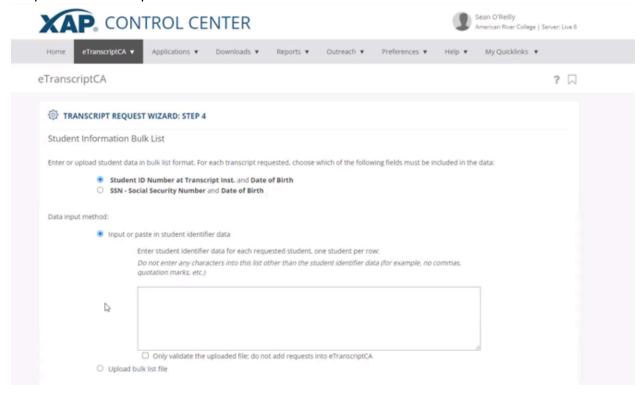
The user will then be navigated to the **Transcript Request Wizard: Step 3** screen. This screen will allow you to select other option such as holding the transcripts until degree is awarded, until grades are posted, until a certain date, etc. If none of these options are applicable to the student, press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

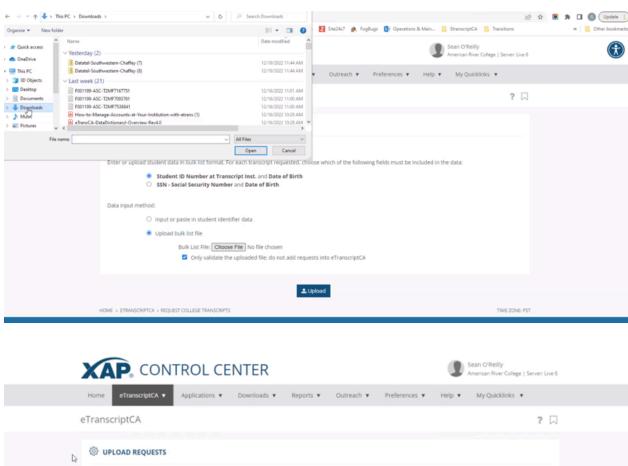


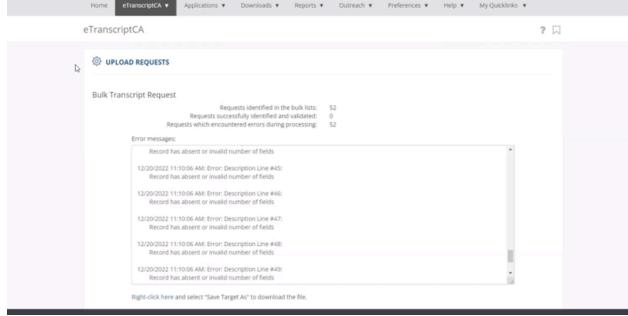
From there, the user will be navigated to the **Transcript Request Wizard: Step 4 page**. Choose which format of the request.



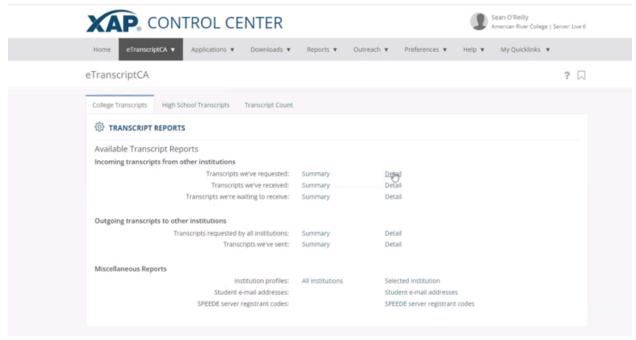
On the same screen, you can copy and paste and input the student information into the text box or upload in a bulk upload.







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.



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.

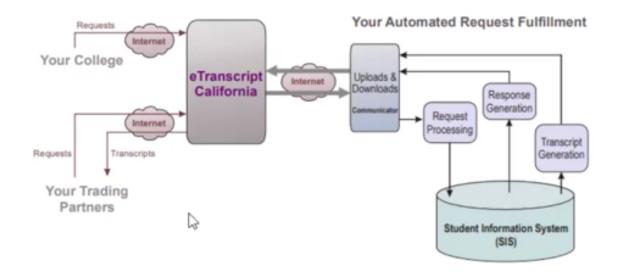


Figure 7. Simple Diagram of Automated Request Fulfillment

