

TRANSCRIPTSPLUS

By Scrip-Safe

Go to <https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO003482CCSP1>

- Complete “Student Information Form”
- Order Options
 - Select how and when you would like the transcript to be sent
- Recipients
 - Enter the recipient & Verify address
 - You may add additional recipients if necessary
 - You may add attachments on this screen if applicable
- Summary
 - Confirm all information for order is correct
- Payment
 - Enter credit card information
 - There is a **\$5** fee for routine orders, **\$12** for expedited orders. Please be advised that if you are requesting more than one transcript the fee for multiple copies will be added onto the total cost.
 - You **must** accept the terms in the Credentials Transaction Agreement
- Additional Action Required
 - Click link to authorize your order
 - Select authorization process
 - Sign electronically for fastest processing of consent form
 - You may also choose to print the form and fax it or email the form to your address
 - You **must** authorize for each new order