

Ordering Instructions for Transcripts on Demand by SCIP-SAFE System for the University of New Orleans

Instructions for Requesting a Copy of your Academic Transcripts

All students – former, current and/or recently enrolled – may order official transcripts online at <https://iwantmytranscript.com> or if already in WebSTAR, from the **Student Records** web page – just click on the **Request your transcript** link. This is the **University of New Orleans** online transcript ordering system, **Transcripts on Demand**. If you are a first-time user it will be necessary for you to create an ordering account which will be used for this order as well as any subsequent order from this institution using this system.

Also, in accordance with Federal law, it will also be necessary for you to complete and return a consent form to establish this account. This consent form authorizes this system to act as the ordering agent for you and gives permission for transcripts to be released to third parties as requested by you.

Create Your Account

To establish your account please select 'University of New Orleans' as the school you attended, click the sign up button, then complete the form on the "Create Your Account" page. Required fields are indicated with an asterisk.



Welcome to Transcripts on Demand® from Credentials eScrip-Safe.

Please [log in](#) to an existing account or select the [sign up](#) button to create a new account.

Federal Law requires a signed (pen to paper signature) Consent Form* be returned before orders can be processed by the school. Once received and approved, the Consent Form satisfies the account requirements and does not need to be re-submitted for future orders.

Note: The Consent Form is presented at the end of the order.

To learn more, you are invited to review the [Frequently Asked Questions](#)

*The Consent Form authorizes this system to act as the ordering agent for you and gives permission for your transcripts to be released as requested by you.

Institution <input type="text"/>	Don't have an account? <input type="text" value="University of New Orleans"/>
Email <input type="text"/>	<input type="button" value="sign up"/>
Password <input type="text"/>	
<input type="button" value="log in"/> Forgot My Password Forgot My Email	

[Privacy Statement](#) | [Refund Policy](#) | [FAQs](#) | [Contact](#)
[Credentials eScrip-Safe](#)



Create Your Account

Please complete the Personal Information Section. Required fields are indicated with an asterisk.

This service utilizes email to provide you with important messages related to your transcript order. Please add transcripts@escrp-safe.com to the safe list/white list in your email application.

Federal Law requires a signed (pen to paper signature) Consent Form* be returned before orders can be processed by the school. Once received and approved, the Consent Form satisfies the account requirements and does not need to be re-submitted for future orders.

Note: The Consent Form is presented at the end of the order.

*The Consent Form authorizes this system to act as the ordering agent for you and gives permission for your transcripts to be released as requested by you.

Personal Information

Current name

* First name	Middle name	* Last name
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Name while attending (if different)

First name	Middle name	Last name
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* Date of birth mm/dd/yyyy

* Dates of attendance mm/yyyy

to:

* Country

* Phone number (555) 555-5555

Student Id

Confirm Student Id

SSN required if no Student Id (no dashes)

Confirm SSN

I would like to receive text messages along with my email notifications.
(Messaging and data rates may apply)

Cell Carrier

Cell Number (555) 555-5555

Confirm Cell Number

Account Information

* Email address

* Confirm email address

* Password 8 chars, at least 1 letter and number

* Confirm password

Current Address

Address Line 1

Address Line 2

United States

City

Select State...

Postal Code

[cancel registration](#)

Verify Your Profile and Submit

Use the "Verify Your Profile" page to check the personal information you entered and make modifications if needed. Click Submit to create your account.

Create Recipient Information

On the “Create Recipient Information” page, enter the name of the school/organization/individual where you would like your transcript sent. As you type, corresponding school/organization names in our system will be displayed.

If you are ordering this transcript to be delivered to you, select “Yes”. If you are ordering your transcript to be sent to someone other than yourself, select “No”.

If you selected “Yes”, you are now presented options as to whether or not you would like an electronic transcript delivered through the email address you just registered with, or if you would like a paper transcript either delivered through the United States Postal Service or picked up in person. Please select the green button that corresponds to the type of transcript you would prefer. “Continue Electronic (PDF)” will provide you with an electronic version of your transcript.

“Continue Postal” will provide you with a paper version of your transcript that can be mailed or picked up in person.

The screenshot shows the University of New Orleans website interface. At the top, there is a navigation menu with links: Dashboard, Review Past Orders, Order a Transcript, Consent Form, My Account, and Logout. Below the menu, a welcome message reads: "Welcome Taryn Chevis (Account Number 1821508) of University of New Orleans". A yellow banner with an information icon states: "A signed (pen to paper signature) Consent Form is required to complete this order." Below this is a progress bar with six steps: Recipient Info, Order Options, Verify Order, Payment, Consent Form, and Receipt. The "Recipient Info" step is currently active. The main content area includes the text: "During your order you will be able to upload other documents. Let's get started." followed by the question: "Are you requesting that this transcript be sent to yourself?". There are two radio button options: "Yes" (unselected) and "No" (selected). At the bottom, there are two buttons: a green "continue" button and a red "Cancel Order" button.

If you selected “No” in at this step, you are now asked to enter the name of the school, organization, or individual that you will be sending your transcript. Names that correspond to what you are typing will appear. If you see the place you would like to send your transcript appear, please select that name.



Recipient Info



Enter the name of the school/organization/individual where transcript will be sent

If your intended recipient is NOT displayed, press Continue.

If your recipient is displayed, please select from the list and press Continue. One or more receiving accounts for this recipient will be presented to you.

[previous](#) [continue](#) [Cancel Order](#)

If your intended recipient is NOT displayed, press continue. This will give you the opportunity to enter in the recipient information.



Recipient Info



* Enter the name of the school/organization/individual where transcript will be sent

Office or Department

* Address

Phone number (555) 555-5555

- Enter the name of the school/organization/individual where you would like your transcript sent.
- As you type, corresponding school/organization names in our system will be displayed. Continue typing to narrow the search.
- If your recipient is displayed, please select from the list, verify the address is correct and press Continue.
- If your intended recipient is not displayed, please enter the complete mailing address and press Continue.

[previous](#) [continue](#) [Cancel Order](#)

Order Options

On the "Order Options" page, select the transcript type, number of copies, shipping method and sending option (now, after grades, etc.). The order summary will show costs, fees, subtotal and total calculations.



Order Options



Select transcript type to be sent

all work ▾

Number of copies

1

Choose shipping method

US First Class Mail (Domestic) \$0.00

Student Pickup \$0.00

By selecting the Student Pickup option, your transcript will be available for pick up in the Registrar's Office located in the Administration Building, Room 112 on the following business day (Monday thru Friday, excluding university closures & holidays) by 12 pm noon. If you have any questions, please contact us at 504-280-3246.

Recipient Information

ABC Company
HR Dept.
1234 Main St.
New Orleans, LA 70148

Order Summary

Cost Per Transcript	\$5.00
Online Fee	\$2.25
Shipping/Delivery Fee	\$0.00
Subtotal (this request)	\$7.25
Order Total (1 request)	\$7.25



This section applies to all transcript requests in your order

When should the transcript be sent?

now ▾

Special Comments to the Registrar's office regarding your transcript order:

previous

continue

[Cancel Order](#)

Verify Order

On the "Verify Order" page, review the transcript data and verify that it is correct. Click the Edit icon to make modifications if needed. Click the Add More Transcripts to order additional transcripts. Click Continue to Checkout to pay.



[Dashboard](#) [Review Past Orders](#) [Order a Transcript](#) [Consent Form](#) [My Account](#) [Logout](#)

Welcome Taryn Chevis (Account Number 1821508) of University of New Orleans

Verify Order

[Recipient Info](#) [Order Options](#) **[Verify Order](#)** [Payment](#) [Consent Form](#) [Receipt](#)

Please verify that transcript data entered is correct before continuing.

delete	edit	Recipient	Transcript Type	Send	Delivery Method	Quantity	Cost per Transcript	Online Processing Fee	Printing/Handling Fee	Shipping/Delivery Fee	Total
		ABC Corporation	all work	now	US First Class Mail (Domestic)	1	\$5.00	\$2.25	\$0.00	\$0.00	\$7.25

Total: **\$7.25**

[upload documents](#)

[continue to checkout](#)

[add more transcripts to this order](#)

[Cancel Order](#)

Payment

On the “Payment” page, enter your billing address and credit card information. Click Submit Order when done. Your transcript order will be placed in a pending file awaiting verification or receipt of a signed consent form permitting SCRIP-SAFE® International to act as your agent in ordering transcripts from Fort Valley State University. Your signed consent form must be received within 14 days or the transcript order will be cancelled and all charges except the online processing fee(s) will be refunded.



[Dashboard](#) [Review Past Orders](#) [Order a Transcript](#) [Consent Form](#) [My Account](#) [Help](#) [Logout](#)

Welcome Taryn Chevis (Account Number 1821508) of University of New Orleans
Last order placed on 06/12/2015

Payment

[Recipient Info](#) [Order Options](#) [Verify Order](#) **[Payment](#)** [Consent Form](#) [Receipt](#)

Billing Address <small>(this is where your statements are sent)</small>	Credit Card Information
<p>Address</p> <p>* Line 1 <input type="text"/></p> <p>Line 2 <input type="text"/></p> <p>* City <input type="text"/></p> <p>Select State... <input type="text"/></p> <p>* Postal Code <input type="text"/></p> <p>United States <input type="text"/></p>	<p>* Name As It Appears On Card <input type="text"/></p> <p>* Card Type <input type="text"/></p> <p>* Card Number (no dashes or spaces) <input type="text"/></p> <p>* Expiration <input type="text"/> <input type="text"/></p> <p>* Security Code <small>(what is this?)</small> <input type="text"/></p>
submit order previous cancel this order	

Consent Form

FERPA, The Family Educational Rights and Privacy Act, requires that a student must provide written permission for his or her transcripts to be released to a third party. By signing and returning this consent form you are establishing an account on the **Transcripts on Demand** system accessible only by you.



Consent to Establish a Transcript Ordering Account

Personal Identification Information

This is the information we have recorded on your account. To change this information, close this form and use My Account.

Name: Taryn Chevis
Account Number: 1821508
School: University of New Orleans
Email address:
Phone:

Authorization

I authorize Credentials eScrip-Safe to establish a transcript ordering account within the Transcripts on Demand service. By this signed authorization I am providing permission to the school named above to release my academic transcript(s) for delivery to specified recipients I identify through the ordering service.

I further certify that I am the above named person and the signature below is my legal signature.

Student Signature (pen to paper signature; electronic signatures not accepted)

Date

Return this signed Form using one of the below methods:

Scan and Upload: If you have a desktop scanner you are encouraged to scan the signed form and save the document image to your desktop. Using the Scan and Upload feature, you may then send the signed consent form directly to Transcripts on Demand.

Fax: 1-847-716-3710 (Cover page is not needed)

Email: ess@credentialssolutions.com
HINT: Use your smart phone to take a picture of your signed Consent Form and send as an email attachment. All information on the Consent Form must be legible.

If you have a desktop scanner you are encouraged to scan the signed form and save the document to your desktop. For fastest processing use the Scan and Upload method. If this method will not work for your saved document, you may attach the document to an email message.

Mail: Transcripts On Demand
9435 Waterstone Blvd, Suite 260
Cincinnati, OH 45249

Consent Forms may take up to 1 business day to process.

If you have any questions regarding this form please call Transcripts on Demand at 1-847-716-3805
Do not send this Consent Form to the institution from which you are ordering transcripts



Manage Consent Form

1 Download and Print Consent Form

[download form](#)

[Don't have a printer?](#)

2 Send Back the Signed Copy

Using one of the following four methods, send back your signed (pen to paper signature) Consent Form to Credentials eScrip-Safe International. For fastest processing you are encouraged to scan your signed (pen to paper signature) Consent Form to your desktop. The scanned file must be saved as a PDF, TIFF, JPEG, GIF, or PNG format. After saving, use the Browse button to locate the file and the upload button to submit to Credentials eScrip-Safe. If you do not have access to a scanner, you should either Fax, Email Attach, or Mail the signed (pen to paper signature) Consent Form.

If you have any questions regarding this form please call Transcripts on Demand at 1-847-716-3805

Do not send the signed Consent Form to the school from which you are ordering transcripts.

Scan and Upload

No file chosen

[upload](#)

Fax

1-847-716-3710

Email

ess@credentialssolutions.com

Mail

Credentials eScrip-Safe, Inc.
9435 Waterstone Blvd, Suite 280
Cincinnati, OH 45249

3 Consent Form Agreement

I understand that I must submit a signed (pen to paper signature) Consent Form using one of the four methods described above before my transcript request will be processed. If my signed (pen to paper signature) Consent Form is not received within 14 days my order will be cancelled and all charges **except** the online processing fee(s) will be refunded to the card used for this transaction.

[continue](#)

You can then proceed to your payment receipt.

Receipt

Once you have paid, a receipt is displayed for you to print. This receipt will also be mailed to your email address on record. Information about the charges applied to your credit card is also provided along with options to review past orders, place another order or log out. Please select the appropriate option.

Log Out

Please log out of the **Transcripts on Demand** system and close your web browser when done. This helps to protect your data. Thank you!