Ordering Instructions for Transcripts on Demand by SCRIP-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.
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.

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

Recipient Info  Order Options  Verify Order  Payment  Consent Form  Receipt

Recipient Information

ABC Company
HR Dept.
1234 Idaho St.
New Orleans, LA 70143

Order Summary

- Cost Per Transcript: $8.00
- Online Fee: $2.25
- Shipping/Delivery Fee: $0.00
- Subtotal (this request): $7.25
- Order Total (1 request): $7.25

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

This section applies to all transcript requests in your order.

When should the transcript be sent?
now

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.

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Please verify that transcript data entered is correct before continuing.

<table>
<thead>
<tr>
<th>Order ID</th>
<th>Recipient</th>
<th>Transcript Type</th>
<th>Send Method</th>
<th>Delivery Method</th>
<th>Quantity</th>
<th>Cost per Transcript</th>
<th>Online Processing Fee</th>
<th>Shipping and Handling Fee</th>
<th>Shipping and Delivery Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>ABC Company</td>
<td>101</td>
<td>U.S. Mail</td>
<td>USPS First Class</td>
<td>1</td>
<td>$5.00</td>
<td>$2.25</td>
<td>$0.50</td>
<td>$0.00</td>
<td>$7.25</td>
</tr>
</tbody>
</table>

Total: $7.25

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[continue to checkout]  [add more transcripts to 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.

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: esse@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 250
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 1-847-716-3710
Do not send this Consent Form to the institution from which you are ordering transcripts
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!