

## Instructions: Ordering Transcript-Student Ordering

1. Access this link: <https://tsorder.studentclearinghouse.org/school/select>
2. Students need to begin typing in Robert Morris University and it should default exactly to that and click "Continue." Note, there is another Robert Morris University in Chicago but it shouldn't come up in the basic search.
3. Click "Order Transcripts" at the bottom to pass through to the request page.
4. Input personal information (social security number or Banner ID should work)
5. Hit Continue
6. Enter in your Contact Information and if you want NSC Message Updates
7. Hit Continue
8. Select Transcript and Delivery Details-Who are you sending your transcripts to? For example-for yourself
9. Hit Continue
10. Select Transcript and Delivery Details (Drop down Menu)
  - When do you want your transcript processed? Please select Current Transcript, As is
  - What type of transcript do you want? Please select Complete/All
  - Why are you ordering your transcripts? (Drop down Menu)
  - Delivery Details
  - Digital Transcripts-\$8.00
  - Paper Transcripts-\$12.00
  - If you pick Digital Transcripts, Hit yes, I have read the accept my school's terms and conditions for the delivery method of Electronic?

### Upload Attachment - Optional

11. Hit Continue
12. Provide Delivery Information-Recipient, Recipient Email Address and Confirm Recipient Email Address
  - If you pick Paper Official Transcript, your physical address will appear, if you pick digital transcript, the email address will appear.
13. Hit Add to Cart
14. If you need to add a recipient, you can click on add recipient, If not?
15. Hit Checkout
16. Sign the Electronic Consent Form
17. Hit Accept Signature
18. Hit Continue
19. Fill in the Check out Payment Detail Information
20. Hit Submit Order

### **Instructions: Ordering Transcript for Another School, etc.**

1. Access this link: <https://tsorder.studentclearinghouse.org/school/select>
2. Students need to begin typing in Robert Morris University and it should default exactly to that and click "Continue." Note, there is another Robert Morris University in Chicago but it shouldn't come up in the basic search. 3) Click "Order Transcripts" at the bottom to pass through to the request page.
3. Input personal information (social security number or Banner ID should work)
4. Hit Continue
5. Enter in your Contact Information and if you want NSC Message Updates
6. Hit Continue
7. Select Transcript and Delivery Details-Who are you sending your transcripts to?
  - College or university, etc drop down menu
  - Type in Country, and State, Territory/APO
  - Enter and select the school you are sending your transcript to-Department name is Optional
8. Hit Continue
9. Select Transcript and Delivery Details (Drop down Menu)
  - When do you want your transcript processed? Please select Current Transcript, As is
  - What type of transcript do you want?- Please select Complete/All
  - Why are you ordering your transcripts? (Drop down Menu)
  - Delivery Details
  - Digital Transcripts-\$8.00
  - Paper Transcripts-\$12.00
  - If you pick Digital Transcripts
  - Hit yes, I have read the accept my school's terms and conditions for the delivery method of Electronic?

#### Upload Attachment - Optional

10. Hit Continue
11. Provide Delivery Information-Recipient, Recipient Email Address and Confirm Recipient Email Address
  - You will need to know their email address for Digital Transcript. You will need to know their Physical address for Paper Official Transcripts.
12. Hit Add to Cart
13. If you need to add a recipient, you can click on add recipient, If not?
14. Hit the Checkout Button
15. Sign the Electronic Consent Form
16. Hit Accept Signature
17. Hit Continue
18. Fill in the Check out Payment Detail Information
19. Hit Submit Order