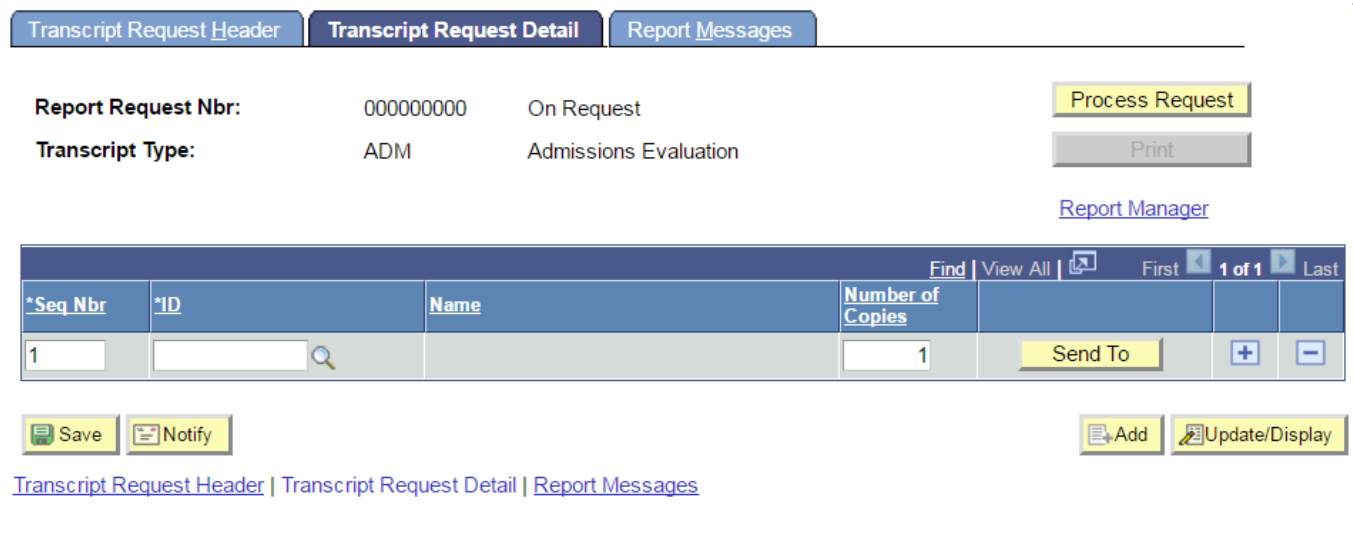
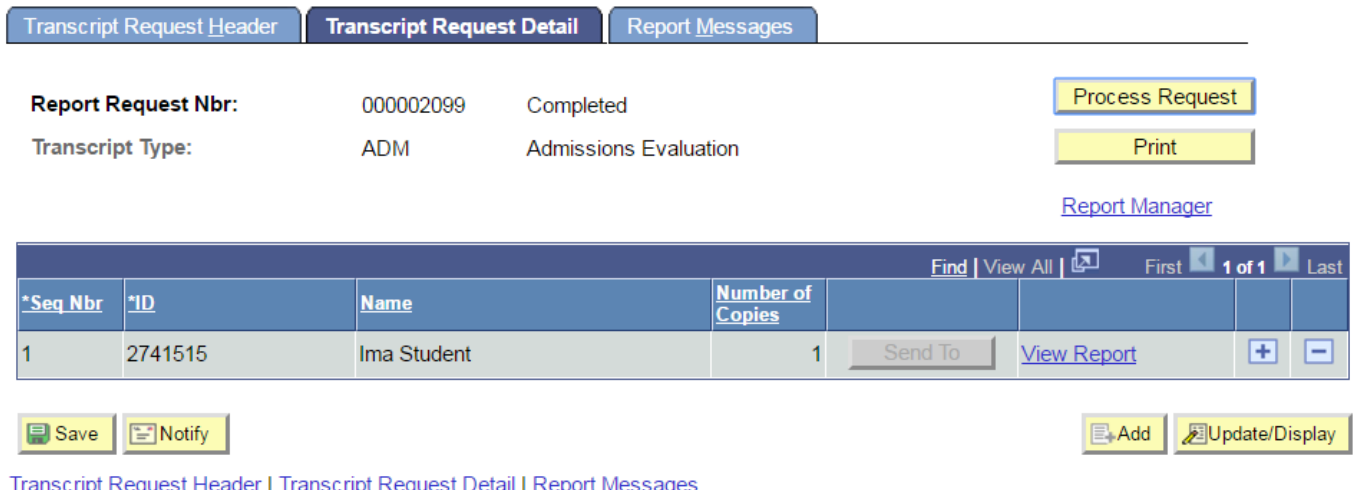
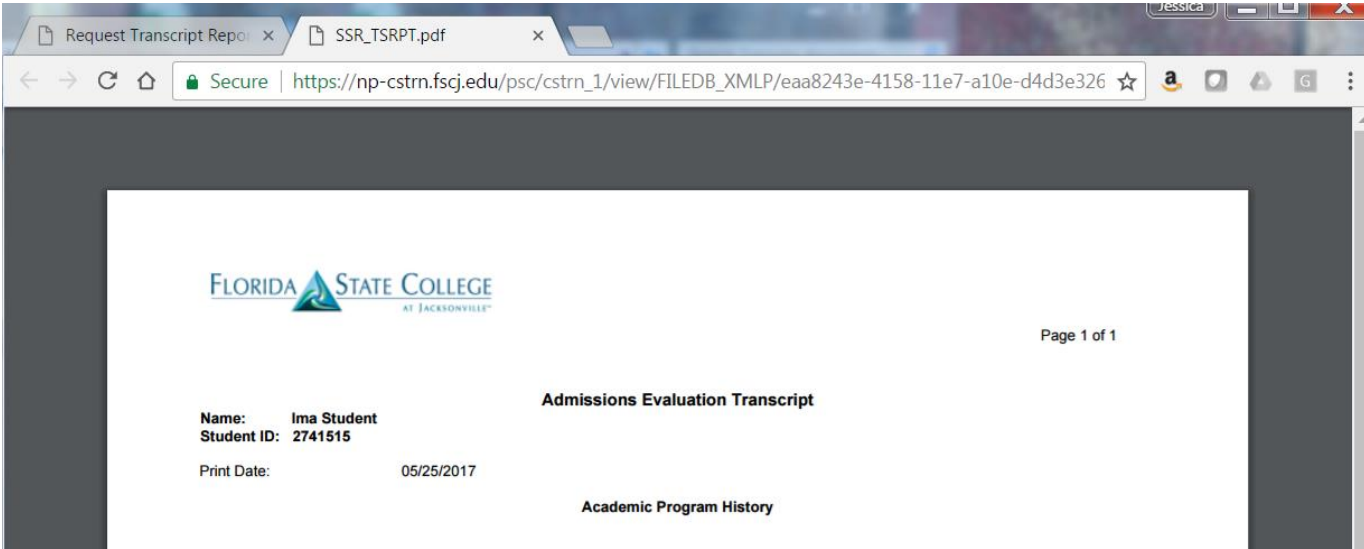


Step & Action	
<p>1. Navigate to the Request Transcript Report page.</p> <p>Main Menu > Records and Enrollment > Transcripts > Request Transcript Report</p>	<p>Request Transcript Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>Report Request Nbr: begins with []</p> <p>ID: begins with []</p> <p>Academic Institution: begins with []</p> <p>Transcript Type: begins with []</p> <p>User ID: begins with []</p> <p>Request Date: = []</p> <p>Future Release: = []</p> <p>Term: begins with []</p> <p>Requested Print Date: = []</p> <p>First Name: begins with []</p> <p>Last Name: begins with []</p> <p><input type="checkbox"/> Case Sensitive</p>
<p>2. Click on the Add a New Value Tab</p>	<p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p>
<p>3. Select the Transcript Type to be run</p> <p><i>If the transcript type you are desiring to run is not in the pull down – you will need SACR security for that transcript type.</i></p> <p>4. Click on the Transcript Request Detail Tab</p>	<p>Transcript Request Header Transcript Request Detail Report Messages</p> <p>Report Request Nbr: 000000000 Request Date: 05/25/2017 User ID: 5000316</p> <p>Request Attributes</p> <p>*Institution: FSCJ1 FSCJ1</p> <p>*Transcript Type: []</p> <p><input type="checkbox"/> Freeze Record</p> <p><input type="checkbox"/> Override Service Indicator</p> <p>Number of Copies: 1</p> <p>Future Release: Immediate Processing</p> <p>Academic Career: []</p> <p>Term: []</p> <p>Print Date: 05/25/2017</p> <p>Request Reason: []</p> <p><input type="checkbox"/> Cancel Request</p>

Requesting a Transcript Report

Step & Action	
<p>5. On the Transcript Request Detail page, enter the student ID. For more than one student, click the + button to add additional rows for each student ID.</p> <p>6. Click on the yellow Process Request button (upper right of the page) to Generate the Transcript(s)</p>	 <p>The screenshot shows the 'Transcript Request Detail' tab selected. It displays the following information:</p> <ul style="list-style-type: none"> Report Request Nbr: 000000000, Status: On Request Transcript Type: ADM, Admissions Evaluation Buttons: Process Request (yellow), Print (grey), Report Manager (blue link) Table with columns: *Seq Nbr, *ID, Name, Number of Copies. Row 1: 1, [input field], [input field], 1. Buttons: Send To, +, -. Buttons: Save, Notify, Add, Update/Display. Navigation links: Transcript Request Header Transcript Request Detail Report Messages.
<p>7. Once the Transcript(s) have been generated, the View Report hyperlink will display.</p> <p>8. Click on the View Report hyperlink to view the transcript for the student.</p>	 <p>The screenshot shows the 'Transcript Request Detail' tab selected. It displays the following information:</p> <ul style="list-style-type: none"> Report Request Nbr: 000002099, Status: Completed Transcript Type: ADM, Admissions Evaluation Buttons: Process Request (yellow), Print (yellow), Report Manager (blue link) Table with columns: *Seq Nbr, *ID, Name, Number of Copies. Row 1: 1, 2741515, Ima Student, 1. Buttons: Send To, View Report, +, -. Buttons: Save, Notify, Add, Update/Display. Navigation links: Transcript Request Header Transcript Request Detail Report Messages.

Step & Action	
<p>9. The Transcript will display in a new window.</p> <p><i>If nothing happens after clicking the view report, check your web browser's pop-up blocker and allow pop-ups.</i></p> <p>10. When done reviewing the transcript, close out the window.</p>	 <p>The screenshot shows a web browser window with two tabs: 'Request Transcript Report' and 'SSR_TSRPT.pdf'. The address bar displays a secure URL: https://np-cstrn.fscj.edu/psc/cstrn_1/view/FILEDB_XMLP/eea8243e-4158-11e7-a10e-d4d3e326. The main content area displays the Florida State College at Jacksonville logo at the top left. To the right of the logo, it says 'Page 1 of 1'. Below the logo, the text reads 'Admissions Evaluation Transcript'. Underneath, the student information is listed: 'Name: Ima Student', 'Student ID: 2741515', and 'Print Date: 05/25/2017'. At the bottom of the page, it says 'Academic Program History'.</p>