

Ordering Instructions for Transcripts on Demand by SCRIP-SAFE System for Fort Valley State University

Instructions for Requesting a Copy of your Academic Transcripts

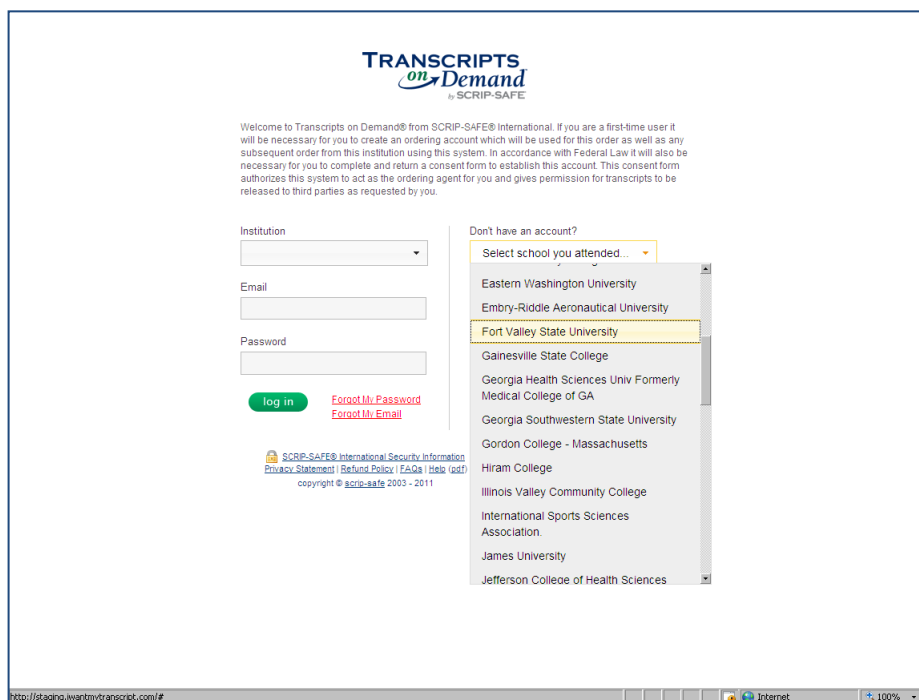
All students – former, current and/or recently enrolled – may order official/unofficial transcripts online at <https://iwantmytranscript.com> or if already in Banner Web, from the **Student Records** web page – just click on the **Transcripts on Demand** link. *Please note: Official or Unofficial transcript can be obtained online using Fort Valley State University ordering system, Transcripts on Demand.*

This is the Fort Valley State University 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 'Fort Valley State University' as the school you attended, then complete the form on the "Create Your Account" page. Required fields are indicated with an asterisk.



The screenshot shows the 'TRANSCRIPTS on Demand by SCRIP-SAFE' website. The page has a header with the logo and a welcome message. Below the message is a registration form with the following fields: Institution (a dropdown menu), Email, and Password. To the right of the form is a 'Don't have an account?' section with a dropdown menu labeled 'Select school you attended...'. This dropdown menu is open, showing a list of schools including Eastern Washington University, Embry-Riddle Aeronautical University, Fort Valley State University (which is highlighted), Gainesville State College, Georgia Health Sciences Univ Formerly Medical College of GA, Georgia Southwestern State University, Gordon College - Massachusetts, Hiram College, Illinois Valley Community College, International Sports Sciences Association, James University, and Jefferson College of Health Sciences. At the bottom of the form, there is a 'log in' button and two links: 'Forgot My Password' and 'Forgot My Email'. At the very bottom of the page, there is a small footer with links for 'SCRIP-SAFE International Security Information', 'Privacy Statement', 'Business Policy', 'FAQs', and 'Help (pdf)', along with a copyright notice for SCRIP-SAFE 2003 - 2011. The browser's address bar at the bottom shows the URL 'http://staging.iwantmytranscript.com/#'.

Once your account is completed you will be presented with a transcript order form, followed by instructions to return a signed consent form. To complete the order, you will need to make payment using a Visa or Master Card. Personal and financial information collected will strictly be used to process your transcript request and to contact you if necessary. No information will be released to third parties.

Fort Valley State University
 The Fort Valley State University online transcript ordering system powered by Transcripts on Demand. To establish your ordering account please complete this form. Required fields are indicated with an asterisk. Once your account is completed you will be presented with a transcript order form, followed by instructions to return a signed consent form. To complete the order, you will need to make payment using a major credit card.

Personal and financial information collected will strictly be used to process your transcript request and to contact you if necessary. No information will be released to third parties.

The Transcripts on Demand service utilizes email to provide you with important messages related to your transcript order. To ensure that you receive these messages please add the following email address to the safelist/whitelist in your email application:
transcriptsdemand@escrip-safe.com

Personal Information

Current name
 Vanessa Middle name Williams

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

* Date of birth mm/dd/yyyy * Dates of attendance mm/yyyy
 01/10/1969 09/1980 to 09/1984

* Country United States * Phone number (555) 555-5555
 (478) 825-6444

Student Id required if no SSN SSN no dashes Confirm SSN

[submit](#) [cancel registration](#)

Account Information

* Email address
 williamsv@fvsu.edu

* Confirm email address
 williamsv@fvsu.edu

* Password 8 chars, at least 1 letter and number

* Confirm password

The Transcripts on Demand service utilizes email to provide you with important messages related to your transcript order. To ensure that you receive these messages please add the following email address to the safelist/whitelist in your email application: transcriptsdemand@escrip-safe.com.

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.

Fort Valley State University

Your account is almost ready. Please review your account information carefully. It will be used to identify your student records.

Verify Your Profile

This email and password will be the method by which you access your account for future orders. Transcripts will not be processed until a consent form is received. An email confirmation will be forwarded to this address.

Current name: Vanessa Williams
 Name while attending:
 Date of birth: 01/10/1969
 Dates of attendance: 09/1980 to 09/1984
 Phone number: (478) 825-6444
 Student id:
 SSN: 258505850
 Email: williamsv@fvsu.edu

[submit](#) [modify my account](#) [cancel registration](#)

TRANSCRIPTS on Demand
 SCRIP-SAFE

SCRIP-SAFE® International Security Information
 Privacy Statement | Refund Policy | FAQs | Help (pdf)
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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.

Review Past Orders | Order a Transcript | Consent Form | My Account | Help | Logout

Fort Valley State University
Welcome Vanessa Williams of Fort Valley State University
Last order placed on 04/05/2011

Welcome to Fort Valley State University. If you attended school after 01/1992 we encourage you to order electronically for the quickest delivery. Normal processing times for your transcript order is 3 days. Electronic will be delivered within 24 hours.

You will need to submit a signed consent form at the end of your transcript order.

Your account has been created.

Recipient Info | Order Options | Verify Order | Payment | Consent Form | Receipt

The first step in ordering your transcript is to identify the intended recipient. The next few screens will guide you through the process of identifying your intended recipient and determining the best delivery method. When possible, Fort Valley State University delivers transcripts electronically. This is a green initiative that provides you with the fastest delivery possible while ensuring the security of your academic transcript. You or your designated recipient will retrieve your transcript in the form of a PDF document from a secure Web site.

Fort Valley State University does not enable the attachment of external documents through this ordering service to be delivered along with your transcript. Please check with the Registrar's Office regarding the school's policy on including additional items.

Let's get started.

Are you requesting this transcript be sent to yourself?

Yes No

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

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Review Past Orders | Order a Transcript | Consent Form | My Account | Help | Logout

Fort Valley State University
Welcome Vanessa Williams of Fort Valley State University
Last order placed on 04/05/2011

Recipient Info | Order Options | Verify Order | Payment | Consent Form | Receipt

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

Fort Valley State University

Office or Department
Office of Information Technology

* Address
1005 State University Drive

Fort Valley

GA

31030

United States

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](#)

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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.

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.

delete	edit	Recipient	Transcript Type	Send	Delivery Method	Quantity	Cost per Transcript	Online Processing Fee	Shipping Fee	Total
		Fort Valley State University	undergraduate	now	US First Class Mail (Domestic)	1	\$3.00	\$2.25	\$0.00	\$5.25

Total: **\$5.25**

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.

The screenshot shows the 'Payment' page of the Transcripts on Demand system. The page is titled 'Payment' and features a progress bar with steps: Recipient Info, Order Options, Verify Order, Payment (current), Consent Form, and Receipt. The 'Billing Address' section includes fields for Address (1005 State University Drive), City (Fort Valley), State (GA), Zip (31030), and Country (United States). The 'Credit Card Information' section includes fields for Name As It Appears On Card (Vanessa Williams), Card Type (Visa), Card Number (1111222233334444), Expiration (1/2015), and Security Code (999). A 'submit order' button is visible at the bottom left. The footer contains the Transcripts on Demand logo, SCRIP-SAFE International Security Information, Privacy Statement, Refund Policy, and FAQs links, along with an 'AUDITED BY RELEVANCE' seal and copyright information for SCRIP-SAFE 2003-2011.

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.

The screenshot shows a PDF document titled 'consent_form_20110405[1].pdf' in Adobe Reader. The document is a consent form for establishing a transcript ordering account. It includes the SCRIP-SAFE logo and Fort Valley State University logo. The form contains the following text:

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: Vanessa Williams
Account Number: 852
Contact: Fort Valley State University
Email address: vwillie@fvsu.edu
Phone: (419) 825-0444

Authorization
I authorize SCRIP-SAFE® International 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) to the Transcript on Demand service for delivery to specified recipients. I identify through the ordering service. I also authorize SCRIP-SAFE® International to charge my credit card as billed by me when placing a transcript order through Transcripts on Demand.

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

Signature _____ Date _____

Return this signed Form

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: 513-407-0012

Mail: Transcripts On Demand
126 Commerce Blvd
Loveland, OH 45140

Do not send this consent form to the institution from which you are ordering transcripts.

[Review Past Orders](#) | [Order a Transcript](#) | [Consent Form](#) | [My Account](#) | [Help](#) | [Logout](#)
 Welcome Vanessa Williams of Fort Valley State University
 Last order placed on 04/05/2011

Consent Form Required

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

A SIGNED CONSENT FORM MUST BE RECEIVED WITHIN 14 DAYS FOR THIS ORDER TO BE PROCESSED.

Your transcript order has been placed in a pending file awaiting receipt of a signed consent form permitting SCRIP-SAFE International to act as your agent in ordering transcripts from Fort Valley State University. 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 Transcripts on Demand accessible only by you that will allow you to complete this transcript request as well as avoid having to provide written confirmation for future orders through this system.

1 Download and Print Consent Form

[download form](#) [don't have a printer?](#)

2 Send Back the Signed Copy

Using one of the following three methods, send back your signed consent form to SCRIP-SAFE International. For fastest processing you are encouraged to scan your signed 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 SCRIP-SAFE. If you do not have access to a scanner, you should either Fax or Mail the signed consent form.

Do not send the signed consent form to the school from which you are ordering transcripts.

Scan and Upload

Fax 513-697-0012

Mail SCRIP-SAFE International, Inc.
136 Commerce Boulevard
Loveland, OH 45140

3 Consent Form Agreement

I understand that I must submit a signed Consent Form using one of the three methods described above before my transcript request will be processed. If my signed 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 to 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.

[Review Past Orders](#) | [Order a Transcript](#) | [Consent Form](#) | [My Account](#) | [Help](#) | [Logout](#)
 Welcome Vanessa Williams of Fort Valley State University
 Last order placed on 04/05/2011

Once your consent form is received and approved, your transcript request will be ready for processing. If your signed consent form is not received within 14 days your order will be cancelled and all charges except the online processing fee(s) will be refunded to the card used for this transaction.

Receipt

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

Name: Vanessa Williams
 Account Number: 832
 Order Number: 4146
 Order Date: 04/05/2011
 Email Address:

Recipient	Delivery	Send	Quantity	Cost	Online Fee	Shipping Fee	Total
Fort Valley State University	undergraduate	now	1	\$3.00	\$2.25	\$0.00	\$5.25


Payment is Complete

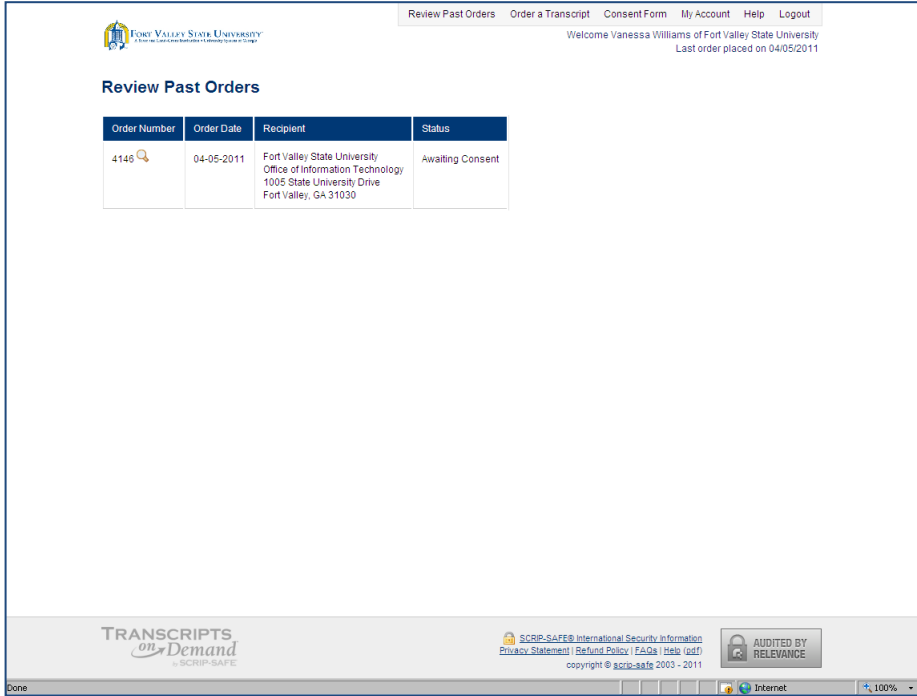
A receipt has been mailed to your email address.
 Your credit card, with the last four digits of 1111, has been charged \$5.25. The charge will appear on your credit card statement as "Transcripts On Demand".

[print this receipt](#) | [place another order](#) | [review past orders/status](#) | [I'm finished, logout](#)

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Review Past Orders

Use the “Review Past Orders” page to check on transcript order status or ordering history. Click on the magnifying glass icon , next to the order number, to see the receipt and other details about that particular order.



Fort Valley State University
Welcome Vanessa Williams of Fort Valley State University
Last order placed on 04/05/2011

Review Past Orders

Order Number	Order Date	Recipient	Status
4146 	04-05-2011	Fort Valley State University Office of Information Technology 1005 State University Drive Fort Valley, GA 31030	Awaiting Consent

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Fort Valley State University
Welcome Vanessa Williams of Fort Valley State University
Last order placed on 04/05/2011

Name Vanessa Williams
Account Number 832
Order Number 4146
Order Date 04/05/2011
Email Address

Recipient	Delivery	Send	Quantity	Cost	Online Fee	Shipping Fee	Total
Fort Valley State University	undergraduate	now	1	\$3.00	\$2.25	\$0.00	\$5.25

 Check the status of your transcript orders at your [Review Past Orders](#) page.

[print this receipt](#)

TRANSCRIPTS *on Demand* by SCRIP-SAFE

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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!