

Placing a Transcript Order Using TranscriptsPlus

1. To begin your order, go to [TranscriptsPlus](#) and select, “Begin Order.” For more information about pricing or general transcript information, click on the purple bars for information about that topic.

NAZARETH COLLEGE

Nazareth College
Rochester, NY

Transcript Ordering Services
Nazareth College

Do not use browser back or forward buttons.
Your session will time out after 60 minutes of inactivity

Begin Order

- ▶ Pricing and Payment
- ▶ Authorization Info
- ▶ Ordering Overview
- ▶ Electronic Transcripts
- ▶ FAQs

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[Transcripts FAQs](#) | [Privacy Policy](#) | [Customer Service](#)

2. Complete all student information, and click “Next” at the bottom of the page.
Please note, only SSN OR Student ID number must be specified to locate your account. On this page, the email address you will enter is your own email address.

Student Info Order Options Recipient(s) Summary Payment

Student Information

Information needed to locate your records

Student ID

Social Sec # Either SSN or Student ID must be specified

Attended From Year *Required

Attended To Year *Required

Birth Date *Required

Enter names as they exist in the school records

First Name *Required

Middle Name Enter if you think it is on your school record

Last Name *Required

Suffix (optional) Jr, Sr, etc.

Other Last Names (optional)

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3. On the “Order Options” page, you will select how and when you would like your transcript sent.
 - a. Choose for your transcript to be sent to yourself or another recipient
 - b. Choose for your transcript to be picked up by yourself or someone else from the Registrar’s Office in Smyth 1 during business hours.
4. Choose when you wish to have your transcript sent:
 - Now
 - When current semester grades are posted
 - When your degree has been posted to the transcript
5. Select the primary reason for ordering the transcript (*this does not affect how your transcript is sent*). Click “next.”

The screenshot shows the 'Order Options' page in TranscriptsPlus. It is divided into three main sections with purple headers:

- Section 1: Please choose a service for this order**
 - 3a** Official Transcript – Deliver to Recipient
\$4.50 per copy
Processed within 2-3 business days after order has been authorized.
 - 3b** Official Transcript – Pick Up
\$4.50 per copy
Processed within 2-3 business days after order has been authorized. Pick up in the Registrar’s Office.
- Section 2: Tell us when to release your transcript(s)**
 - 4** Send Now (Include courses in progress)
 - Send after grades are posted
 - Send after degree is conferred
- Section 3: Other information required by Nazareth College**
 - 5** Primary Reason for Ordering: *Required

At the bottom of the page are two buttons: 'Previous' and 'Next'.

Please go to the appropriate number, depending on how you would like to send your transcript:

- If you would like to pick up or have your transcript picked up, go to *number 6*.
- If you would like to send a transcript to yourself or a third party, select that option and go to *number 7*.

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6. If you would like to pick up or have your transcript picked up in our office at Nazareth College, select the Pick Up option, and type in the name of the person who will be picking up your transcript. If you are not sure if it will be you or someone else, type the other person's full name into the box (if you are the one picking up, we will always be able to release your transcript to you, as long as the order has been processed). Whomever is picking up the transcript must show a current photo ID (Nazareth student ID, driver's license, passport, etc.).

The screenshot shows a web form with two main sections. The first section, titled "Please choose a service for this order", has two radio button options. The first is "Official Transcript - Deliver to Recipient" with a price of \$4.50 per copy and a processing time of 2-3 business days. The second option, "Official Transcript - Pick Up", is selected and circled in green; it also costs \$4.50 per copy and has a 2-3 business day processing time, with a note to "Pick up in the Registrar's Office." The second section, titled "Pick-Up Information", asks the user to select a quantity and specify who will pick up the order. A dropdown menu for "Qty" is set to "1". A text input field for "Pickup by" contains the name "Justin Timberlake" and is marked as "*Required". Below the input field is a label: "Person who will pick up this order". A green arrow points from the left towards the "Pickup by" field.

7. On the "Recipient(s)" page, you will see options to choose a type of recipient. Please see descriptions of these types of recipients below to ensure you choose the correct option. Please note the information in the red box regarding transcripts sent electronically or to an email address.

Note: You may cancel the current recipient at any time during the process.

The screenshot shows a page titled "Please choose a type of recipient" with five radio button options. A red-bordered box at the top contains a warning: "A valid mailing address must be provided for all transcript requests from Nazareth College: this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option after you have provided an address for the recipient." The options are: "Search our Recipient Table" (with a description: "Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically."), "Myself", "Select an Application Service" (with a description: "Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc."), "Direct Access Code Lookup" (with a description: "Choose this option if you were provided with a 'Direct Access Code' by your recipient."), and "Enter Recipient Manually". On the left side, five callout boxes labeled "Go to 8" through "Go to 14" are connected to the options by lines. An orange arrow points from the "Go to 14" box to the "Enter Recipient Manually" option. At the bottom, a black-bordered box contains the text: "If you have a specific email or address where you would like to send a transcript, choose this".

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8. **Search our Recipient Table:** This is a compilation of other colleges and some central school districts who have a receiving account for electronic transcripts, so specific contact information is not required. Simply select the state (image 'a'), and it will take you to a page to type in the name of the institution or school district (image 'b'), where you would like to send your transcript. *If the recipient you are looking for is not found click, "I do not see my school" to type in an address manually (and email address, if you'd like to send the transcript electronically).*

Please choose a type of recipient

Search our Recipient Table
Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.

Select the recipient's state:

Unknown State or Non-US Country

MICRONESIA, FEDERATED STATES OF

MINNESOTA

MISSISSIPPI

MISSOURI

MONTANA

NEBRASKA

NEVADA

NEW HAMPSHIRE

NEW JERSEY

NEW MEXICO

NEW YORK

NORTH CAROLINA

NORTH DAKOTA

NORTHERN MARIANA ISLANDS

OHIO

OKLAHOMA

OREGON

PALAU

PENNSYLVANIA

PUERTO RICO

services such as AMCAS, LSAC, PHARMCAS, etc.

ded with a "Direct Access Code" by your recipient.

a

Searching for Recipient 1 in NEW YORK

Search ?

[NAZARETH COLLEGE](#)

[I do not see my School](#)

b

9. If your school is found, click the name and then select the department which most accurately describes where you wish to send the transcript. If the department does not appear, you may manually type in the recipient information (*click, "My Recipient was not found..."*), or contact the school to verify a recipient information.

Available Recipients		
Address	College/University Type	Delivery Methods
UNDERGRADUATE ADMISSION NAZARETH COLLEGE 4245 EAST AVE ROCHESTER NY 14618-3703	Undergraduate	PDF Mail
GRADUATE ADMISSIONS NAZARETH COLLEGE 4245 EAST AVE ROCHESTER NY 14618-3703	Graduate	PDF Mail
My recipient was not found. I want to enter the address manually.		

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10. Attach a file (if applicable), and confirm the address, then click “next.” You will only be given the option to send the transcript as a PDF. If you would like to send the transcript by mail, please cancel the recipient and go to *number 13*.

Transcript Recipient 1 - Undergraduate School

Recipient Address

Address UNDERGRADUATE ADMISSION
NAZARETH COLLEGE
4245 EAST AVE
ROCHESTER, NY 14618-3703
UNITED STATES

Telephone # 585-389-2827

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.
Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

No Yes (This is not common)

Address Confirmation

Please Read and check the box to continue. Although we make every effort to maintain current school addresses in our database, it remains your responsibility to ensure that the correct address is used on your transcript order.

I confirm this address

Cancel This Recipient Next

11. **Myself:** select “myself” from the list and click “next,” to confirm your mailing information. This should match the information you filled out initially. When you are satisfied, click, “next.” From here, you may select the PDF option or the printed transcript to be mailed for an additional shipping fee. If you select PDF, you will need to input your email address.

Please choose a method for delivery of your transcript for Recipient 1

PDF Transcript Downloaded by Third-Party Recipient
[Tell Me More](#)

Printed Transcript Mailed to Recipient

Transcripts to this address
1 Transcript

1st Class Mail
\$2.30 per transcript

Domestic Federal Express to main 48 states
\$20.00 for each destination, plus \$2.30 per transcript
Completed orders ready for mailing by 4:00 PM EST are shipped SAME day; after 4:00 PM EST next day.

Attention: All Federal Express orders require a signature at the time of delivery. Nazareth College does not offer Federal Express Saturday, Sunday, or Holiday delivery. Undeliverable packages will be returned to Nazareth College and mailed via 1st Class Mail. Federal Express fees will not be refunded due to lack of signature delivery.

Cancel This Recipient Next

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12. **Select an application service:** If you have an application service with an applicant number, please select this option. You may choose the service from the list, and on the following page will have an opportunity to enter your applicant ID number.

Please choose a type of recipient

Search our Recipient Table
Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.

Myself

Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

Choose an Application Service

AACOMAS COLLEGES OF OSTEOPATHIC MEDICINE --- TRANSCRIPT PROCESSING

AACOMAS COLLEGES OF OSTEOPATHIC MEDICINE --- TRANSCRIPT PROCESSING

AAMC MEDICAL SCHOOL APPLICATION SERVICES (AMCAS) --- AMCAS - ATTN: TRANSCRIPTS

AANP CERTIFICATION PROGRAM-NURSE PRACTITIONERS --- CERTIFICATION PROGRAM

ADEA ADVANCED PLACEMENT FOR INTL DENTISTS (CAAPID) --- TRANSCRIPT PROCESSING CENTER

ADEA DENTAL HYGIENE CENTRALIZED APPL SVC (DHCAS) --- TRANSCRIPT PROCESSING CENTER

ALABAMA BOARD OF NURSING --- LICENSURE DECISIONS

ALABAMA BOARD OF PHYSICAL THERAPY --- STATE PRO LICENSING AGENCY

ALLIED HEALTH CENTRALIZED APPLICATION SVC (AHCAS) --- TRANSCRIPT PROCESSING CENTER

AMERICAN ACADEMY OF NURSE PRACTITIONERS --- CERTIFICATION PROGRAM

AMERICAN ASSOCIATION OF CRITICAL-CARE NURSES-AACN --- NURSING CERTIFICATIONS

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS (AAMA) --- CMA CERTIFICATION EXAM

AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS --- VETERINARY BOARDS

AMERICAN BOARD OF PREVENTIVE MEDICINE --- CERTIFICATION TRANSCRIPTS

AMERICAN DENTAL EDUCATION ASSOCIATION (AADSAS) --- TRANSCRIPT PROCESSING DEPT

AMERICAN DENTAL EDUCATION ASSOCIATION (ADEA PASS) --- TRANSCRIPT PROCESSING DEPT

AMERICAN NURSES CREDENTIALING CENTER --- CERTIFICATION

AMERICAN SPEECH LANGAUGE HEARING ASSOC. (ASHA) --- TRANSCRIPTS

AMERICAN VETERINARY MEDICAL COLLEGES (VMCAS) --- TRANSCRIPT DEPARTMENT

ANESTHESIOLOGIST ASSISTANTS APPLICATION SERVICE --- TRANSCRIPT PROCESSING

APPACAS- APPIC PSYCH POSTDOC APP SVC --- TRANSCRIPT PROCESSING

13. **Direct Access Code Lookup:** if you have been provided with an access code, please select this option (this is not common).

Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.

Enter your recipient's 7-character Direct Access Code

|

Next

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14. **Enter a Recipient Manually:** If you have a physical address or an email address other than the Admissions or Registrar’s office of an institution, this is your best option. You may send transcripts this way either electronically or by postal mail. Almost always for this option, once you select this option and click ‘next,’ you must input a physical address, *even if you prefer to send the transcript electronically.*

Under “*This recipient is...*” please select, “**A Business or other third party.**” From there, enter in the information of the recipient. If you do not know the phone number, enter “N/A”

Once that is complete, click “next”

Transcript Recipient 1

Recipient Address

This recipient is

Country

Attention/Department *Required

School/Institution/Company

Address 1 *Required

Address 2

City *Required

State *Required Only for United States, Canada, Mexico, and Australia

ZIP Code

Telephone # *Required

Attachment Options for this Recipient

Some recipients require additional information pages (“Attachments”) alongside your transcript.
Any transcript order with an Attachment is currently limited to a single recipient

Are you providing an attachment?

No Yes (*This is not common*)

If you are sending the transcript electronically, go to *number 15.*

If you are sending the transcript by postal mail, go to *number 16.*

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15. To send a transcript **electronically**, select “PDF Transcript Downloaded by Third-Party Recipient.” Type in the email address to where the transcript should be sent, and click next.

Please choose a method for delivery of your transcript for Recipient 1

PDF Transcript Downloaded by Third-Party Recipient

[Tell Me More](#)

PDF transcripts viewed electronically are recognized as official documents. A printed copy of a PDF Transcript will be considered “unofficial” and will display the words “PRINTED COPY” on all pages of the PDF.

Disclaimer: We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download.

You assume all responsibility for:

1. Ensuring that the recipient is willing to accept this transcript in a PDF format.
2. Providing the correct email address for the recipient
3. Ensuring that this PDF transcript is downloaded within 30 days (No refund will be given)
4. Delays on the part of the recipient in fulfilling his/her responsibilities

Recipient Email

Re-Enter Recipient Email

Printed Transcript Mailed to Recipient

16. To send a transcript **by mail** in a sealed envelope, please select, “Printed Transcript Mailed to Recipient.” Choose either 1st class mail or Domestic Federal Express (FedEx) shipping.

Please choose a method for delivery of your transcript for Recipient 1

PDF Transcript Downloaded by Third-Party Recipient

[Tell Me More](#)

Printed Transcript Mailed to Recipient

Transcripts to this address

1st Class Mail

\$2.30 per transcript

Domestic Federal Express to main 48 states

\$20.00 for each destination, plus \$2.30 per transcript
Completed orders ready for mailing by 4:00 PM EST are shipped SAME day; after 4:00 PM EST next day.

Attention: All Federal Express orders require a signature at the time of delivery. Nazareth College does not offer Federal Express Saturday, Sunday, or Holiday delivery. Undeliverable packages will be returned to Nazareth College and mailed via 1st Class Mail. Federal Express fees will not be refunded due to lack of signature delivery.

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17. From here, you will be directed to the payment submission information. Be sure to submit the electronic or paper authorization form, or your transcript will not be processed (this is not necessary when orders are placed through NazNet). To access the authorization form, check, or update the status of an existing TranscriptsPlus order, [click here](#).

18. **Attachments:** you may not attach transcripts from other institutions, certification test results, or any information other than a cover page to your transcript. Any academic information to which Nazareth College cannot verify firsthand is prohibited.
Only one attachment per order is permitted. If you would like to send the same attachment to multiple recipients, separate orders must be placed. Up to five transcripts with an attachment may be sent to one recipient per order.

19. **Number of transcripts per order:** Up to five transcripts total may be placed under one order number. This may be any combination of same or different recipients.

If you have any additional questions regarding transcripts, please visit the [Registrar Transcript Information Page](#).

During business hours, please call 585-389-2802

After hours, please email registrar@naz.edu