

# eTranscriptCA Demo

Log onto Sac City - Beta

## 1. Review Transcript options:

- a. Request College Transcripts
- b. Fulfill College Transcript Requests
- c. Download College Transcripts
- d. Account Manager
- e. Reports
- f. Preferences

## 2. Requests

What type of request are you making?

Please select the type of request you are making:

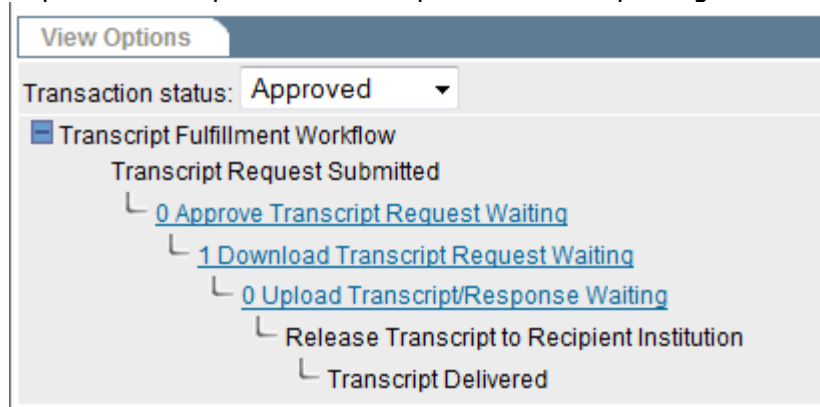
- I am requesting a single transcript from another institution
- I am requesting multiple transcripts (in a [bulk list](#)) from another institution
- I am requesting transcripts from my institution to go to another institution
- I want to upload requests in a [batch](#)

next

- a.
- b. Request single student transcript from SCC
  - i. Student = Steve Jones
  - ii. SSN = 123-45-6789
  - iii. DOB = 07/19/1986
  - iv. No Holds
  - v. Look at F/M Screen or Reports Screen for "Transcripts We've Requested"
- c. Explain Holds for requestor and transcript colleges
- d. Request transcript from your college to another - Use **Bulk List**
  - i. Select Target college and upload Bulk list
  - ii. File = "Bulk Request for Rosa - SCC to SFSU"
- e. Show 'bulk' and 'batch' ASCII file formats

## 3. Fulfill College Transcripts

- a. Explain Transcript Workflow steps and when they change



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- b. Note the "Request Approved" in Fulfillment Manager
  - c. Download Request and view the ASCII file online
  - d. Show manual Response by using Transaction Status = "Approved"
  - e. Talk about Recycling for Requests on Hold
  - f. Manually Respond and cancel a Request (review status')
  - g. Show manual process to send an unsolicited transcript
    - i. Fulfillment Manager - Upload file(s)
    - ii. File = "SCC to SFSU Transcript - Steve Jones"
- 4. Reports**
- a. Click on Reports
  - b. Transcripts Requested by Other Institutions
  - c. Click Blue Man to show transaction tracking
  - d. Report - Transcripts Delivered
    - i. Click printer icon for Transcript Delivery
    - ii. Show all 3 Views
    - iii. Show Transcript marked as Delivered
- 5. Download College Transcripts**
- a. Show setup of slot & notification email
  - b. Explain download process and file formats
  - c. Separate slots for different data formats
- 6. Administration / Setup**
- a. Show Preferences for "Request Setup' groups
  - b. Workflow and Messaging
  - c. Account Manger for user setup
- 7. eTranscriptCA Website**
- a. Implementation Guide
  - b. Data Dictionary