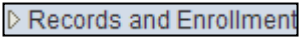

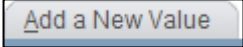


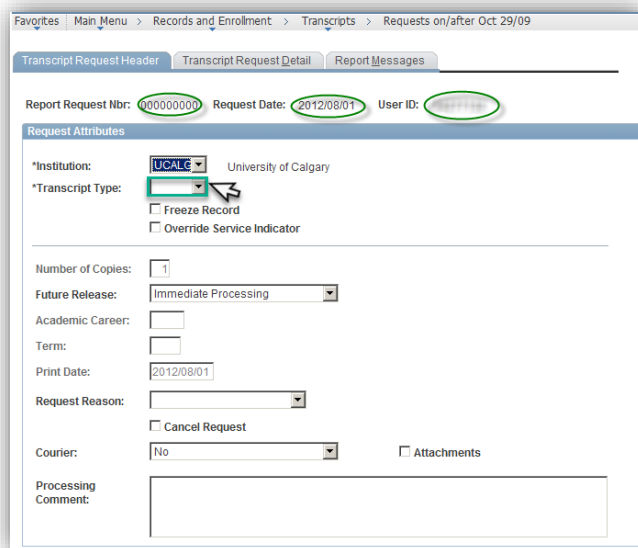
The following outlines the steps necessary to create an online transcript request, view previous transcript requests and view historical transcript requests. The ability to generate "unofficial" (courses and credits) or "official" transcripts is based on the access/provisioning assigned to the user.

Process a New Transcript Request:

1. Click the **Records and Enrollment** link.

2. Click the **Transcripts** link.

3. Click on Requests on/after Oct 29/09 to request a new transcript. **Note:** Transcripts on/prior to Oct 28/09 are **view only**. Click the **Requests on/after Oct 29/09** link.



4. Click the **Add a New Value** tab.

5. The Transcript Request Header displays information such as the Report Request Number, Request Date, and your User ID (removed for FOIP reasons). Click the **Transcript Type** list.



Transcript Request

SA – Transcripts



6. Select CRSEL (Courses and Credits) from the drop down menu. **Tip:** Set this as a default in Setup SACR > USER DEFAULTS > User Defaults 4 (tab) > Change Transcript Type = CRSEL (Courses and Credits). Click the **CRSEL** list item.

CRSEL

7. Select **Freeze Record** if you want to prevent this request from being purged during a subsequent transcript purge process. Select **Override Service Indicator** when you want the system to ignore student-specific service indicators otherwise service indicators are evaluated. For example, some service indicators prevent a student from receiving a transcript. Click the **Transcript Request Detail** tab.

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 000000000 Request Date: 2012/08/01 User ID: [REDACTED]

Request Attributes

*Institution: UCALG University of Calgary
*Transcript Type: CRSEL Courses and Credits
 Freeze Record
 Override Service Indicator

Number of Copies: 1
Future Release: Immediate Processing
Academic Career:
Term:
Print Date: 2012/08/01

8. The Transcript Request Detail page allows you to specify a specific student or multiple students for evaluation. Use the "+" plus or "-" minus buttons to add or remove students. Click the **Look up ID** button.

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 000000000 On Request **Process Request**
Transcript Type: CRSEL Courses and Credits **Print**

Report Manager

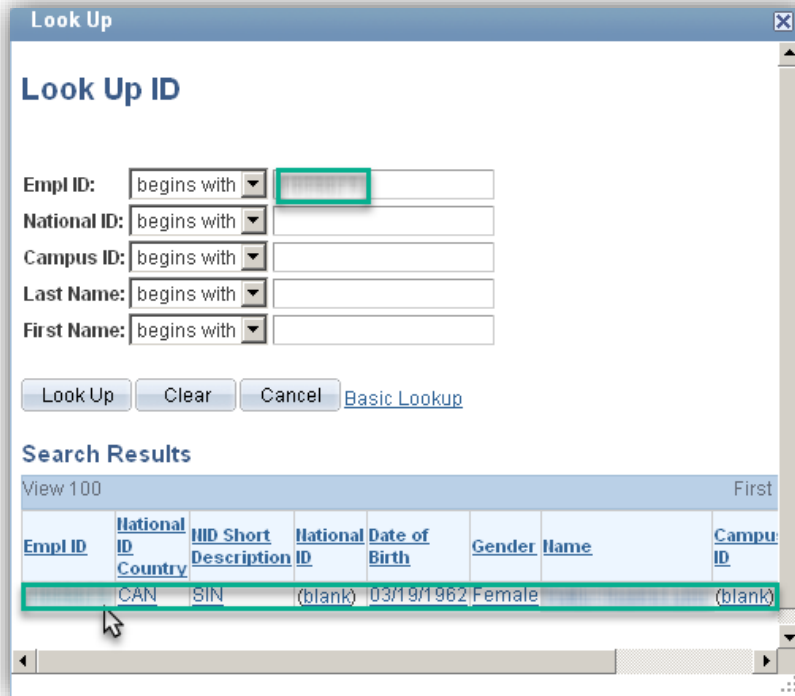
*Seq Nbr	*ID	Name	
1	<input type="text"/>		<input type="button" value="Send To"/> <input checked="" type="button" value="+"/> <input checked="" type="button" value="-"/>

Save **Notify** **Add** **Update/Display**

- Enter search criteria; Empl ID; Last Name and/or First Name and press Lookup. Click the **Look Up** button.



- The search results will appear below. Click the link.



Look Up

Look Up ID

Empl ID: begins with

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

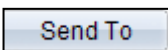
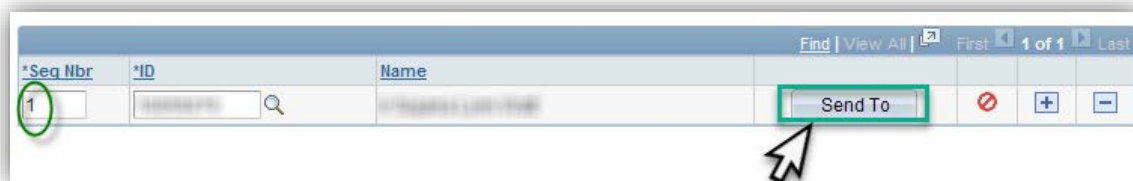
Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First

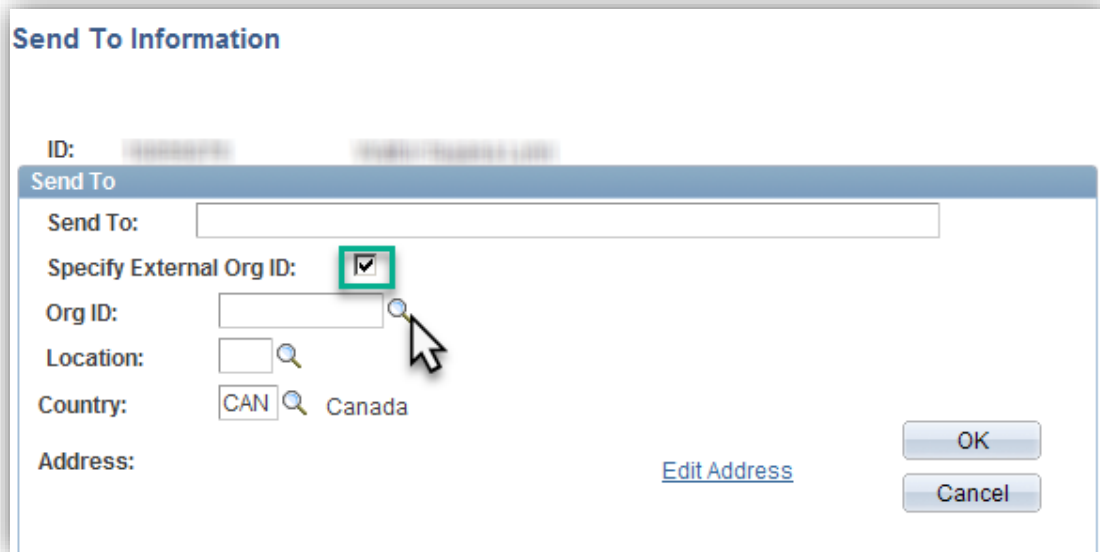
Empl ID	National ID Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID
	CAN	SIN	(blank)	03/19/1962	Female		(blank)

- Before processing the transcript request, if applicable, click the **Send To** button to enter the recipient information for each ID. The sequence number will increase for every Empl ID listed. Click the **Send To** button.

*Seq Nbr	*ID	Name	Send To	+	-
1			Send To		

12. On Send To Information, Selecting Specify External Org ID will trigger a Lookup Org ID drop down box. Click the **Specify External Org ID** option. If you know the organizational id number, enter it or you can use the Lookup Tool. Click the **Look up Org ID** button.



Send To Information

ID: [REDACTED] [REDACTED]

Send To

Send To: [Text Field]

Specify External Org ID:

Org ID: [Text Field] [Dropdown Arrow]

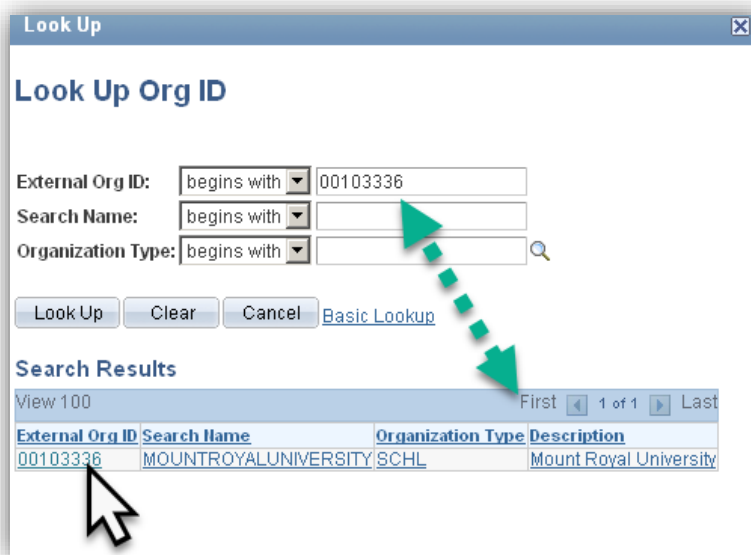
Location: [Text Field] [Search Icon]

Country: [CAN] [Search Icon] Canada

Address: [Text Field] [Edit Address](#)

OK Cancel

13. Enter the External Org ID number; or enter the name of the organization in Search Name. Organization type is optional (e.g. External Org ID for Mount Royal University 00103336). Click the **Look Up** button. The External Org will display. Click on the External Org.



Look Up

Look Up Org ID

External Org ID: [begins with] [00103336]

Search Name: [begins with] [Text Field]

Organization Type: [begins with] [Text Field] [Search Icon]

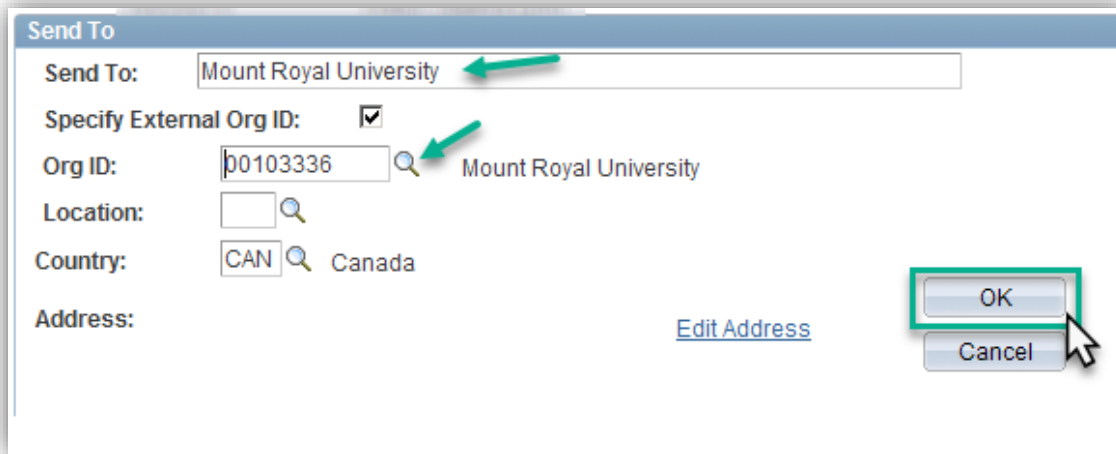
Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

External Org ID	Search Name	Organization Type	Description
00103336	MOUNTROYALUNIVERSITY SCHL		Mount Royal University

14. The Send To options populate with the corresponding Org ID and details. Click the **OK** button.



Send To

Send To:

Specify External Org ID:

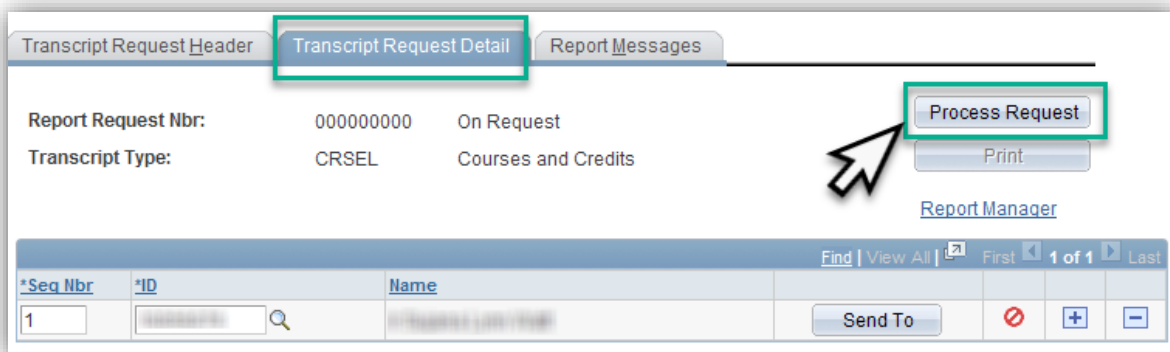
Org ID:

Location:

Country:

Address: [Edit Address](#)

15. When you are ready to submit the request for processing click the Process Request button. Click the **Process Request** button.



Transcript Request Heder **Transcript Request Detail** Report Messages

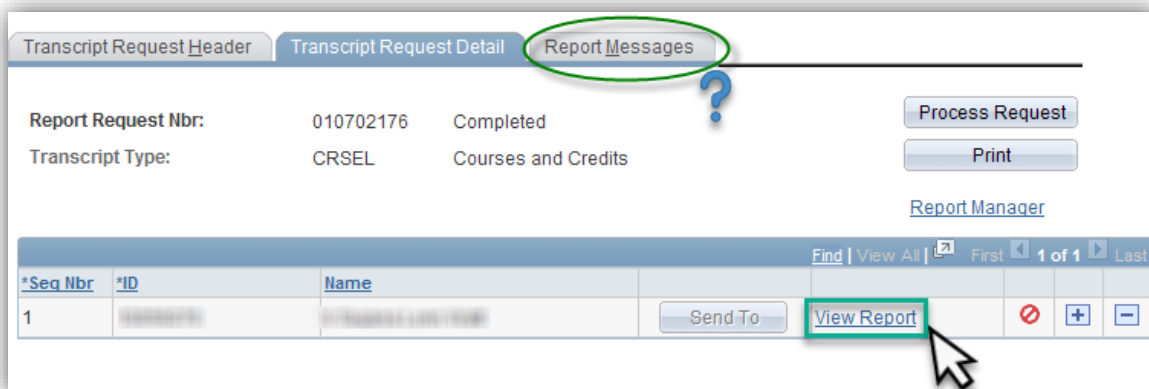
Report Request Nbr: 000000000 On Request

Transcript Type: CRSEL Courses and Credits

[Report Manager](#)

*Seq Nbr	*ID	Name	Send To		
1	<input type="text"/>	<input type="text"/>	<input type="button" value="Send To"/>	<input type="button" value="X"/>	<input type="button" value="+"/> <input type="button" value="-"/>

16. Once the process is complete, the View Report link displays next to the student's ID. If the View Report link does not display, click the Report Messages tab to access the Report Errors page to investigate the problem. Click the **View Report** link.



Transcript Request Heder **Transcript Request Detail** **Report Messages**

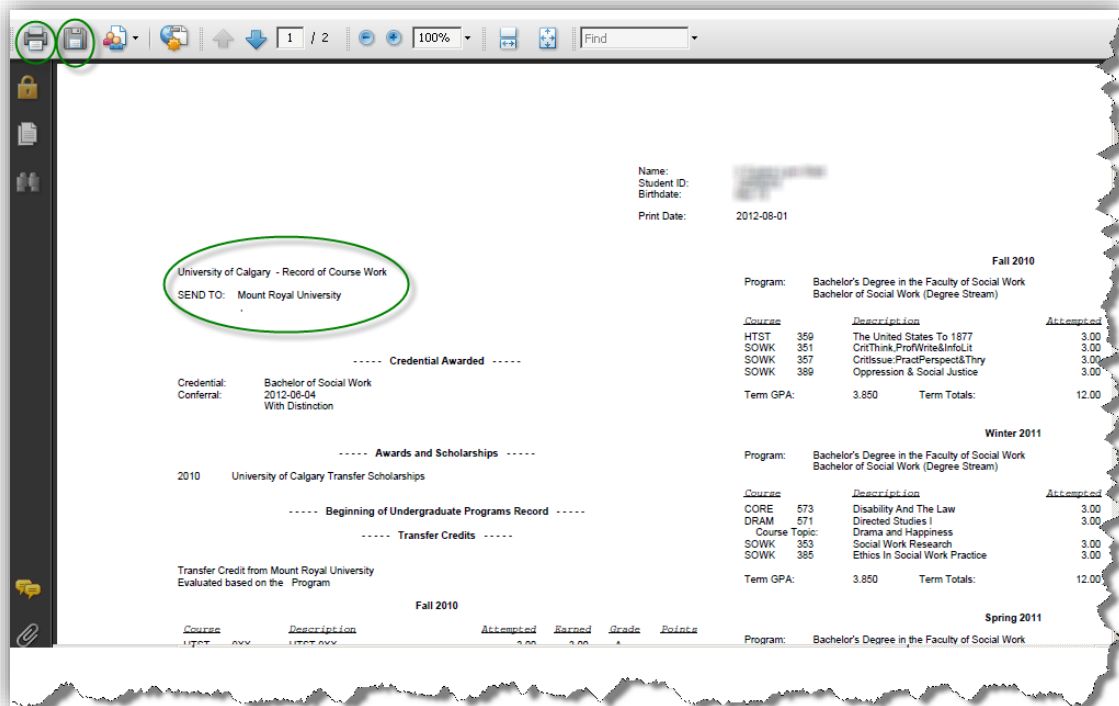
Report Request Nbr: 010702176 Completed

Transcript Type: CRSEL Courses and Credits

[Report Manager](#)

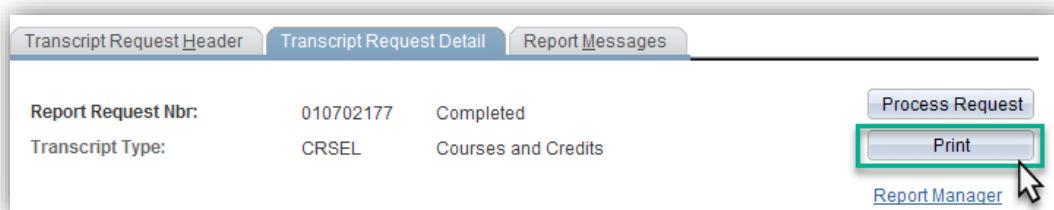
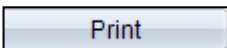
*Seq Nbr	*ID	Name	Send To	View Report	
1	<input type="text"/>	<input type="text"/>	<input type="button" value="Send To"/>	<input type="button" value="View Report"/>	<input type="button" value="X"/> <input type="button" value="+"/> <input type="button" value="-"/>

17. A new window will open where the transcript will be displayed in .pdf format. The .pdf can be saved or printed. Note: For FOIP reasons, some information has been removed. Click the **Next Page** button to view the second page of the transcript.

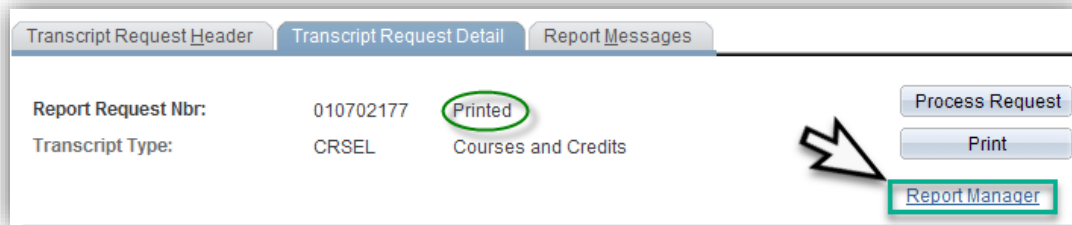


Report Manager:

1. After you have successfully completed the transcript request process, the Print button on Transcript Request Detail becomes available. The Print button can be used to view or print the transcript at a later date. Click the **Print** button.



- When you click the Print button, the screen the display does **not** change except for **Printed** will appear beside the Report Request ID. The request "output" is then entered into Report Manager and requires additional steps to access the report. Click the **Report Manager** link.
[Report Manager](#)



Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr: 010702177 **Printed**

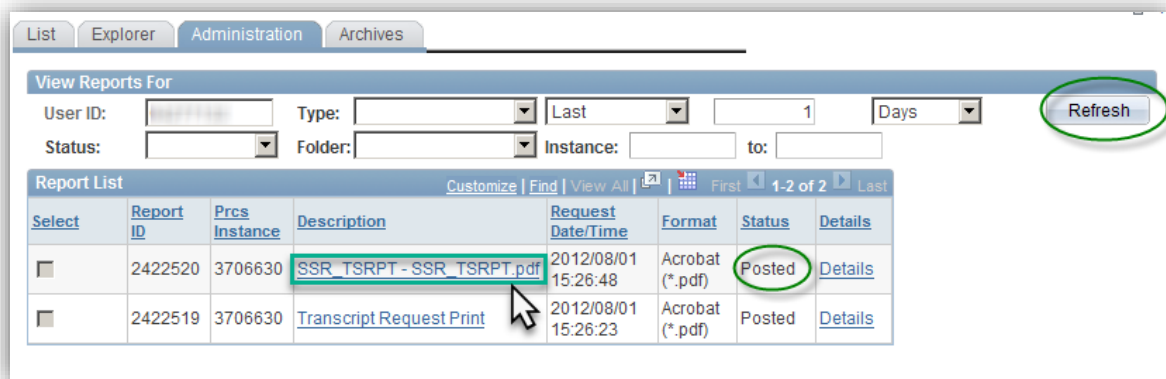
Transcript Type: CRSEL Courses and Credits

Process Request

Print

Report Manager

- The report status displays in the Status column. The status can be Queued, Processing or Posted. The process status will automatically update as the process progresses, however, you may click the Refresh button to update the status until it is posted. To view the transcript report .pdf file click on the .pdf link. Click the **SSR_TSRPT - SSR_TSRPT.pdf** link.



List | Explorer | Administration | Archives

View Reports For

User ID: [] Type: [] Last [] 1 Days [] **Refresh**

Status: [] Folder: [] Instance: [] to: []

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2422520	3706630	SSR_TSRPT - SSR_TSRPT.pdf	2012/08/01 15:26:48	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	2422519	3706630	Transcript Request Print	2012/08/01 15:26:23	Acrobat (*.pdf)	Posted	Details

- The transcript report will appear in .pdf format. The request can be saved or printed.

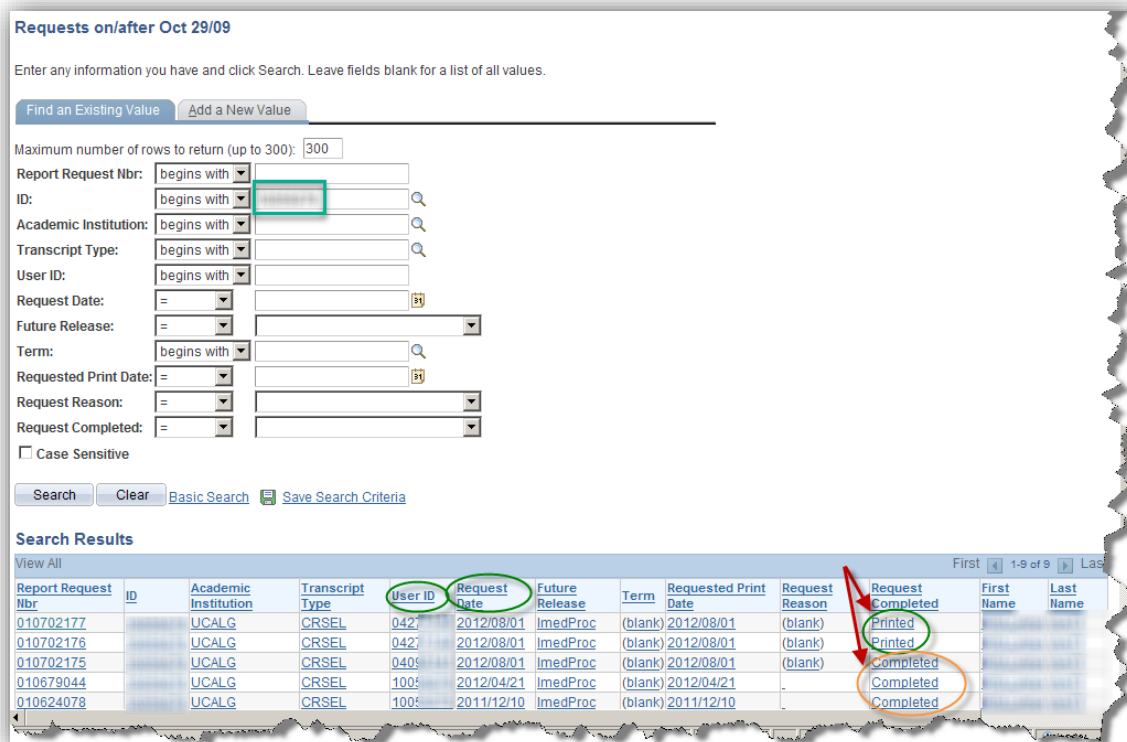
Viewing Previous Transcript Requests:

- Click the **Records and Enrollment** link.
[Records and Enrollment](#)
- Click the **Transcripts** link.
[Transcripts](#)
- Click the **Requests on/after Oct 29/09** link.
[Requests on/after Oct 29/09](#)
- Enter the EmplID and press Search or Enter. Click the **Search** button.

- The Search Results grid will display any previous transcript requests. Use the User Id (individual who originally requested the transcript) and the Request Date (date the transcript was requested) to identify the report.

Note: When viewing previous transcript requests, requests viewed through the View Report link display as Completed in the Request Completed column. Transcript requests that have been accessed using the Print button at a later time, will display as Printed in the Request Completed column. Printed and Completed are basically the same.

Click the **Desired** link.



Requests on/after Oct 29/09

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Report Request Nbr: begins with []

ID: begins with []

Academic Institution: begins with []

Transcript Type: begins with []

User ID: begins with []

Request Date: = [] []

Future Release: = [] []

Term: begins with []

Requested Print Date: = [] []

Request Reason: = [] []

Request Completed: = [] []

Case Sensitive

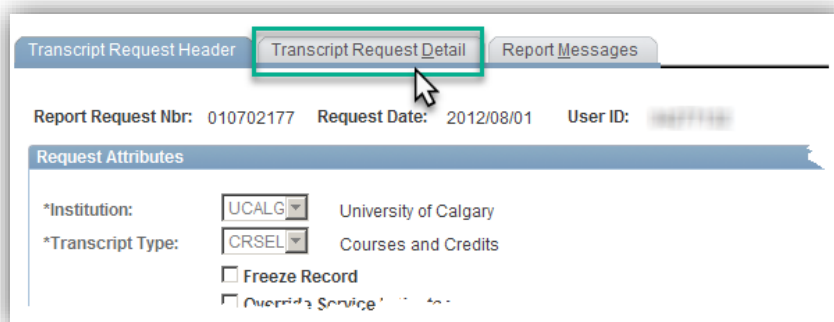
Search Clear Basic Search Save Search Criteria

Search Results

View All

Report Request Nbr	ID	Academic Institution	Transcript Type	User ID	Request Date	Future Release	Term	Requested Print Date	Request Reason	Request Completed	First Name	Last Name
010702177		UCALG	CRSEL	0427	2012/08/01	ImedProc	(blank)	2012/08/01	(blank)	Printed		
010702176		UCALG	CRSEL	0427	2012/08/01	ImedProc	(blank)	2012/08/01	(blank)	Printed		
010702175		UCALG	CRSEL	0409	2012/08/01	ImedProc	(blank)	2012/08/01	(blank)	Completed		
010679044		UCALG	CRSEL	1005	2012/04/21	ImedProc	(blank)	2012/04/21		Completed		
010624078		UCALG	CRSEL	1005	2011/12/10	ImedProc	(blank)	2011/12/10		Completed		

- The Transcript Header page will display. Click the Transcript Request Detail tab. Click the **Transcript Request Detail** tab.



Transcript Request Header **Transcript Request Detail** Report Messages

Report Request Nbr: 010702177 Request Date: 2012/08/01 User ID: [redacted]

Request Attributes

*Institution: UCALG University of Calgary

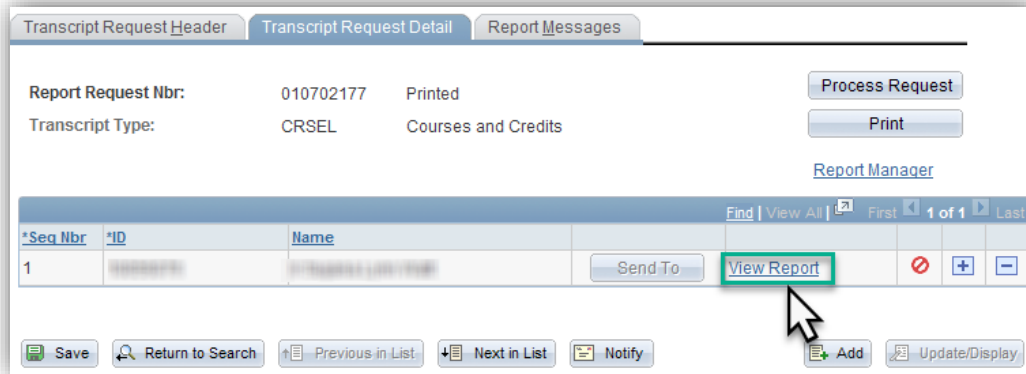
*Transcript Type: CRSEL Courses and Credits

Freeze Record

Overrides Service

- Click the **View Report** link.

[View Report](#)



- A new window will display the transcript in .pdf format that can be saved or printed.

View Historical Transcript Requests:

- Click the **Records and Enrollment** link.

[Records and Enrollment](#)

- Click the **Transcripts** link.

[Transcripts](#)

- Click the **Requests on/prior to Oct 28/09** link.

[Requests on/prior to Oct 28/09](#)

- Enter the Empl ID (student ID) and press Enter or use the Search button. Click the **Search** button.

5. The grid below will display search results. Use the User ID and Request date to select the appropriate transcript. Click the **appropriate** link.

Requests on/prior to Oct 28/09

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Current User ID: [dropdown] [input]
Report Request Nbr: [dropdown] [input]
ID: [dropdown] [input]
Academic Institution: [dropdown] [input]
Transcript Type: [dropdown] [input]
User ID: [dropdown] [input]
Request Date: [dropdown] [input]
Future Release: [dropdown] [input]
Term: [dropdown] [input]
Requested Print Date: [dropdown] [input]
Request Reason: [dropdown] [input]
Request Completed: [dropdown] [input]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results of a possible 393812 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

View All

Report Request Nbr	ID	Academic Institution	Transcript Type	User ID	Request Date	Future Release	Term	Requested Print Date	Request Reason	Request Completed	First Name	Last Name
010274617		UCALG	CRSEL	100	2009/10/29	ImedProc	(blank)	2009/10/29		Completed		
010274616		UCALG	CRSEL	002	2009/10/29	ImedProc	(blank)	2009/10/29		Completed		

6. The Request Header will display. To view the transcript request, click the Report Results tab. Click the **Report Results** tab.

Request Header Request Detail **Report Results** Report Errors

Report Request Nbr: 010274617 Request Date: 2009/10/29 User ID: [input]

Institution: UCALG University of Calgary
Transcript Type: CRSEL Courses and Credits
 Freeze Record
 Override Service Indicator

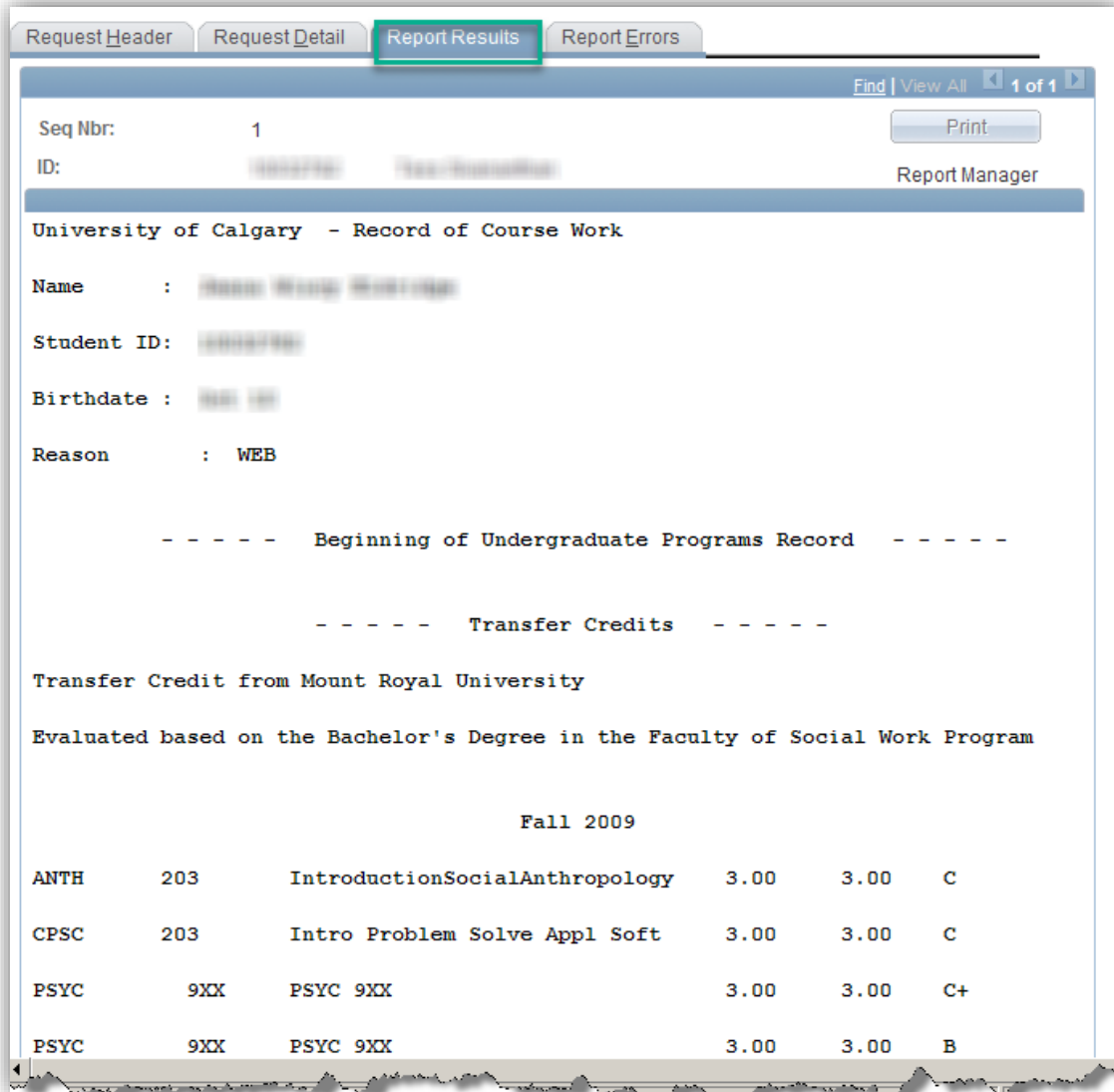
Output Destination: Page
Number of Copies: 1
Future Release: Immediate Processing
Academic Career:
Term:
Print Date: 2009/10/29
Request Reason:
 Cancel Request

Courier: No Attachments

Processing Comment: [input]

Save Return to Search Previous in List Next in List Notify

7. The transcript request will appear. The top part of the transcript displays the following information: ID, Name, Birthdate and a list of Transfer Credits. Note: For FOIP reasons some information has been removed.



The screenshot shows a web application interface with tabs for 'Request Header', 'Request Detail', 'Report Results' (highlighted), and 'Report Errors'. The 'Report Results' tab displays the following information:

Seq Nbr: 1
 ID: [REDACTED]
 University of Calgary - Record of Course Work
 Name: [REDACTED]
 Student ID: [REDACTED]
 Birthdate: [REDACTED]
 Reason: WEB

----- Beginning of Undergraduate Programs Record -----
 ----- Transfer Credits -----

Transfer Credit from Mount Royal University
 Evaluated based on the Bachelor's Degree in the Faculty of Social Work Program

Fall 2009

ANTH	203	IntroductionSocialAnthropology	3.00	3.00	C
CPSC	203	Intro Problem Solve Appl Soft	3.00	3.00	C
PSYC	9XX	PSYC 9XX	3.00	3.00	C+
PSYC	9XX	PSYC 9XX	3.00	3.00	B

For the corresponding online learning, consult the Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.