

## NEW Account - Electronic Transcript Requests

### **Instructions for requesting Official Transcripts from Bethel University, Saint Paul, Minnesota.**

Both electronic and paper versions of official transcripts are available for ordering online. Electronic transcripts starts at \$6 and are processed within 2-3 business days. Paper transcript costs vary and are processed within 5 business days (plus mail time). Printed unofficial copies are available from our office at no charge. However, a signature is still required to release your information.

#### **To order a transcript:**

If you have a Bethel Community Account (current students and alumni), your identity has already been verified. In this case, you can [click here to order with your Bethel Community Account](#).

If you no longer have access to your Bethel Community Account, you can sign up for an account with Transcripts On Demand at: <https://iwantmytranscript.com/bethel> to order your official transcript.

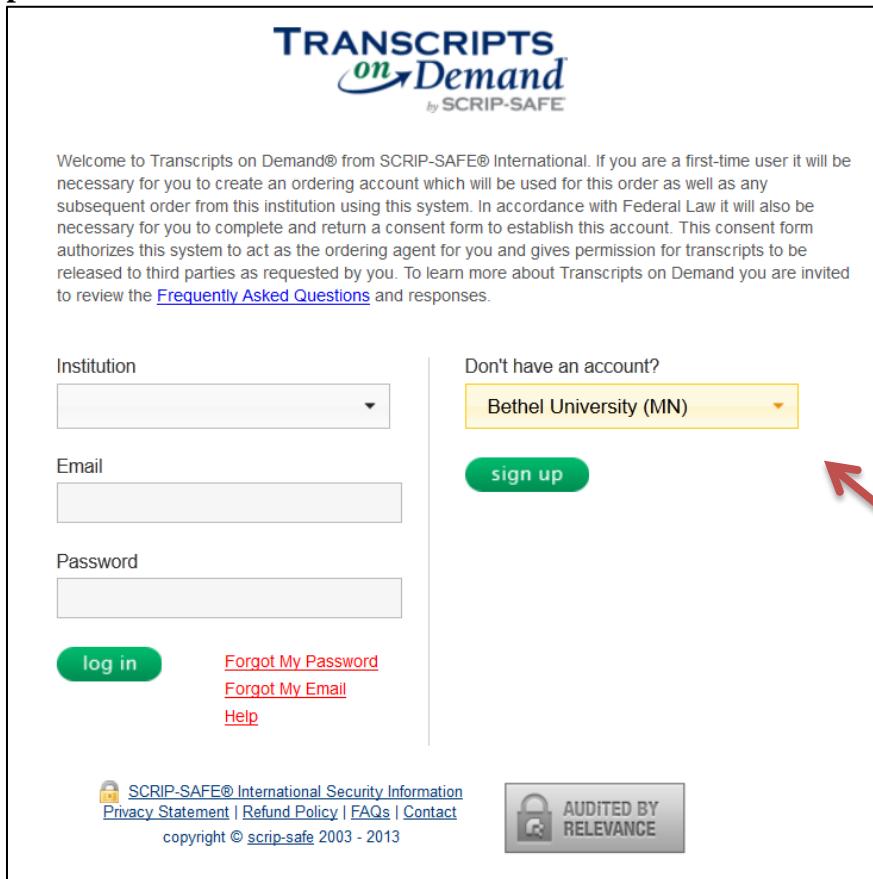
If your question is about the ordering service, login difficulties, submitting the consent form or email message notifications, contact SCRIP-SAFE® International toll free at [1-847-716-3805](tel:1-847-716-3805), Monday – Thursday, 8:00am – 7:00 pm & Friday 8:00 -6:00pm (Eastern Time). You may also email inquiries to: [todsupport@scrip-safe.com](mailto:todsupport@scrip-safe.com).

For specific questions about the content of your transcript (courses, grades, degree, etc.), please contact the Office of the Registrar.

**Official transcripts will only be sent if all outstanding financial obligations have been met.**

#### **Create Your Account**

- 1) If you **don't have an account**, you will need to create one.
- 2) Starting with the drop down box labeled **Select school you attended**, and select **Bethel University (MN)**.
- 3) Then click **sign up**.



The screenshot shows the Transcripts on Demand sign-up page. At the top is the logo 'TRANSCRIPTS on Demand by SCRIP-SAFE'. Below it is a welcome message about creating a first-time user account. On the left, there are fields for 'Institution' (a dropdown menu), 'Email' (text input), and 'Password' (text input). Below these are buttons for 'log in', 'Forgot My Password', 'Forgot My Email', and 'Help'. On the right, there is a dropdown menu for 'Don't have an account?' set to 'Bethel University (MN)', and a green 'sign up' button. At the bottom, there are links for 'SCRIP-SAFE® International Security Information', 'Privacy Statement', 'Refund Policy', 'FAQs', and 'Contact'. A copyright notice 'copyright © scrip-safe 2003 - 2013' is also at the bottom. A 'AUDITED BY RELEVANCE' logo is in the bottom right corner.

4) This will bring you to the screen called **Create Your Account**. Complete all the required fields on this page and click **Submit**.

**Personal Information**

Current name

|              |             |             |
|--------------|-------------|-------------|
| * First name | Middle name | * Last name |
|--------------|-------------|-------------|

Name while attending (if different)

|            |             |           |
|------------|-------------|-----------|
| First name | Middle name | Last name |
|------------|-------------|-----------|

\* Date of birth mm/dd/yyyy      \* Dates of attendance mm/yyy to:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

\* Country

|               |                               |
|---------------|-------------------------------|
| United States | * Phone number (555) 555-5555 |
|---------------|-------------------------------|

Student Id      Confirm Student Id

|            |                    |
|------------|--------------------|
| Student Id | Confirm Student Id |
|------------|--------------------|

SSN required if no Student Id (no dashes)      Confirm SSN

|     |             |
|-----|-------------|
| SSN | Confirm SSN |
|-----|-------------|

I would like to receive text messages along with my email notifications.  
(Messaging and data rates may apply)

Cell Carrier      Cell Number (555) 555-5555      Confirm Cell Number

|                   |                            |                     |
|-------------------|----------------------------|---------------------|
| Select Carrier... | Cell Number (555) 555-5555 | Confirm Cell Number |
|-------------------|----------------------------|---------------------|

**Account Information**

\* Email address

|  |
|--|
|  |
|--|

\* Confirm email address

|  |
|--|
|  |
|--|

\* Password 8 chars, at least 1 letter and number

|  |
|--|
|  |
|--|

\* Confirm password

|  |
|--|
|  |
|--|

**Current Address**

Address Line 1

|  |
|--|
|  |
|--|

Address Line 2

|  |
|--|
|  |
|--|

United States

|               |
|---------------|
| United States |
|---------------|

City

|      |
|------|
| City |
|------|

Select State...

|                 |
|-----------------|
| Select State... |
|-----------------|

Postal Code

|             |
|-------------|
| Postal Code |
|-------------|

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

5) Next, verify your account information on the **Verify Your Profile** screen.

i 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:         | First Last                |
| Name while attending: | First Last when in school |
| Date of birth:        | 09/12/1975                |
| Dates of attendance:  | 08/2006 to 05/2008        |
| Phone number:         | (123) 456-7890            |
| Student Id:           | 654321                    |
| SSN:                  |                           |
| Email:                | your_email@comcast.com    |

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

6) If information is not correct, press **modify my account**. If you no longer want to continue, press **cancel registration**. If the information is correct, and you want to continue with your order, press **Submit**.

7) Begin your transcript request procedure using the **Recipient Info** screen below by answering these 2 questions.

**Recipient Info**

During your order you will be able to upload other documents.

Let's get started.

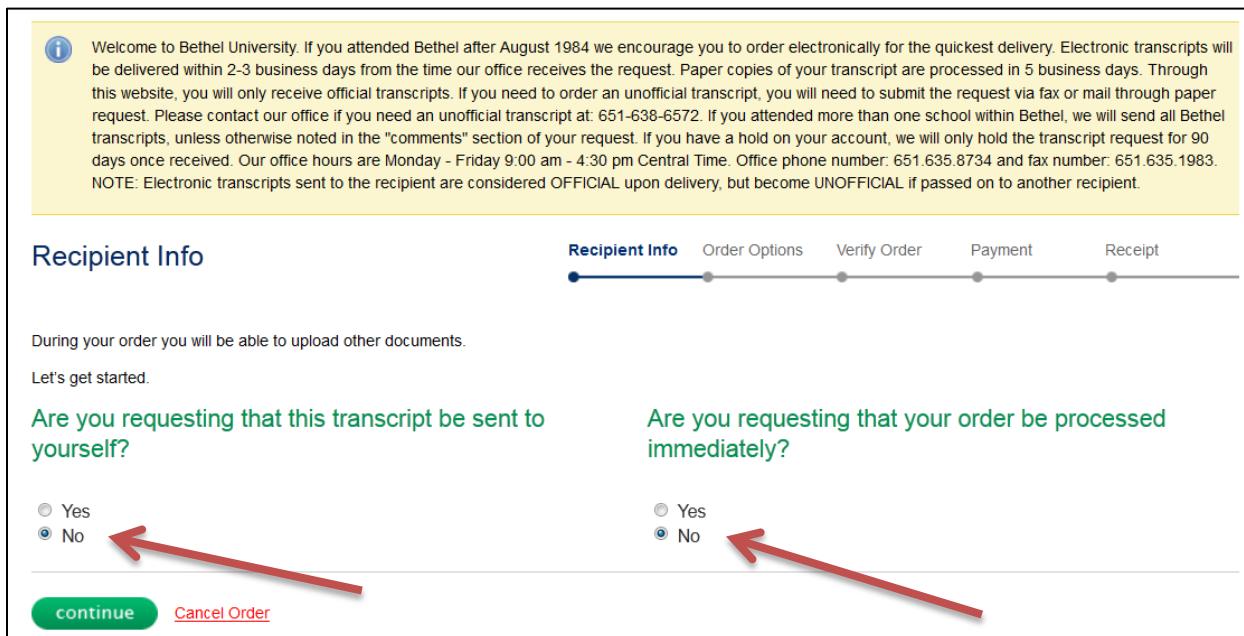
Are you requesting that this transcript be sent to yourself?

Yes  
 No

Are you requesting that your order be processed immediately?

Yes  
 No

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



8) Then on this screen, if a **Routine Order** is acceptable, select that option.

9) If a **Rush Transcript** in needed, choose **YES** – process immediately.

**Recipient Info**

During your order you will be able to upload other documents.

Let's get started.

Are you requesting that this transcript be sent to yourself?

Yes  
 No

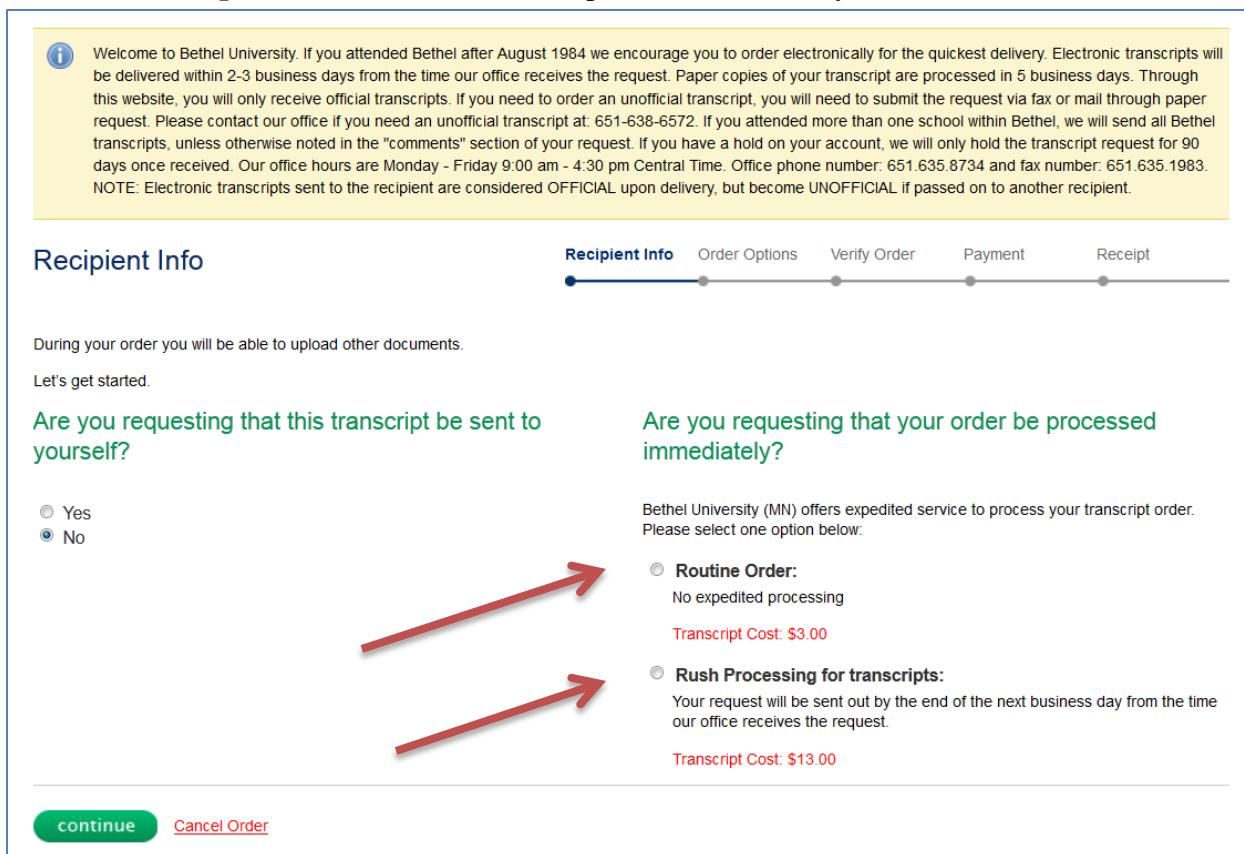
Are you requesting that your order be processed immediately?

Bethel University (MN) offers expedited service to process your transcript order. Please select one option below:

**Routine Order:**  
No expedited processing  
Transcript Cost: \$3.00

**Rush Processing for transcripts:**  
Your request will be sent out by the end of the next business day from the time our office receives the request.  
Transcript Cost: \$13.00

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



10) Once the payment method is determined, the following screen will appear.

11) Type in **school/organization/individual** name in the box, and select continue..

## Recipient Info

Recipient Info Order Options Verify Order Payment Receipt

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

If your recipient is displayed, please select from the list and press Continue. One or more receiving accounts for this recipient will be presented to you.

Concordia University

If your intended recipient is NOT displayed, press Continue.

[previous](#)

[continue](#)

[Cancel Order](#)

12) Choose the correct institution from the list that appears on the next screen.

## Recipient Info

Recipient Info Order Options Verify Order Payment Receipt



Concordia University has identified the following office(s) that receive transcripts electronically. If the intended recipient is listed, select for electronic delivery through the eSCRIP-SAFE network.

- [Concordia University Chicago, Accelerated \(ADP\) \(River Forest, Illinois\)](#)
- [Concordia University Chicago, Undergraduate Admission \(River Forest, Illinois\)](#)
- [Concordia University Chicago, Graduate Admission \(River Forest, Illinois\)](#)
- [Concordia University Irvine, All Admissions \(Irvine, California\)](#)
- [Concordia University Portland, All Admissions \(Portland, Oregon\)](#)
- [Concordia University St. Paul, Registrar's Office \(St. Paul, Minnesota\)](#)
- [Concordia University St. Paul, Undergraduate & Graduate Admissions \(St. Paul, Minnesota\)](#)
- [Concordia University Texas, All Admissions \(Austin, Texas\)](#)

[If intended recipient is not displayed, click here for other delivery options](#)

13) (If recipient is not listed, click, “if intended recipient is not displayed, click here for other delivery options.” And scroll down to those instructions.)

## Order Options

Recipient Info Order Options Verify Order Payment

Select transcript type to be sent

all work



This section applies to all transcript requests in your order

When should the transcript be sent?

now



Special Comments to the Registrar's office regarding your transcript order:

## Recipient Information

Concordia University St. Paul  
Registrar's Office

## Order Summary

|                         |        |
|-------------------------|--------|
| Cost Per Request        | \$3.00 |
| Online Fee              | \$3.00 |
| Subtotal (this request) | \$6.00 |
| Order Total (1 request) | \$6.00 |

[previous](#)

[continue](#)

[Cancel Order](#)

14) Answer the above **2 questions** using the drop-down boxes.

15) Type in any comments or instructions that we need to know in the **Special Comments** box above.

Please verify that transcript data entered is correct before continuing.

| delete | edit | Recipient                     | Transcript Type | Send | Delivery Method    | Quantity | Cost per Transcript | Online Processing Fee | Printing/Handling Fee | Shipping/Delivery Fee | Total         |
|--------|------|-------------------------------|-----------------|------|--------------------|----------|---------------------|-----------------------|-----------------------|-----------------------|---------------|
|        |      | Concordia University St. Paul | all work        | now  | Electronic-Network | 1        | \$3.00              | \$3.00                | \$0.00                | \$0.00                | <b>\$6.00</b> |

Total: **\$6.00**

[upload documents](#)

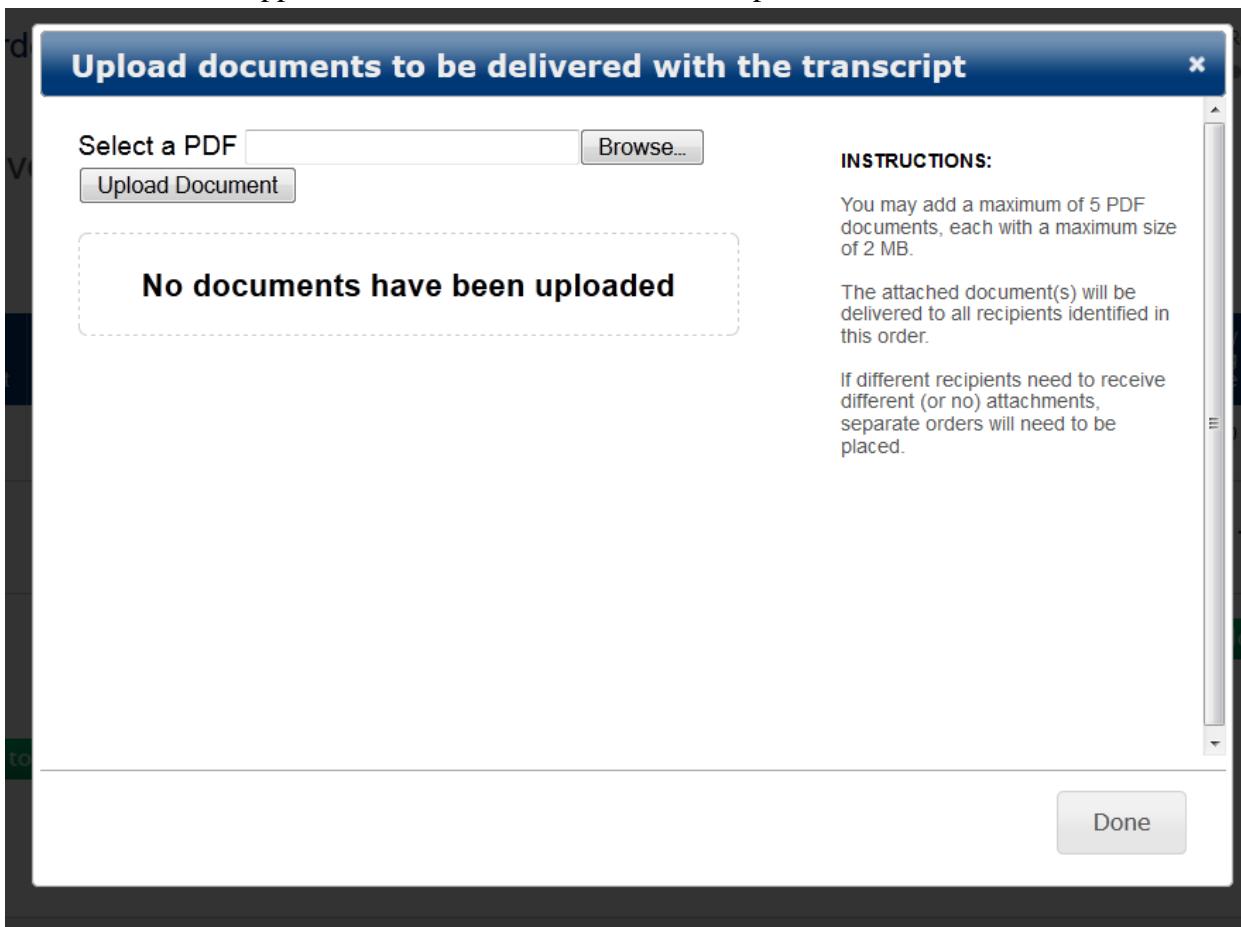
[continue to checkout](#) [add more transcripts to this order](#) [Cancel Order](#)

16) If the sending information is correct, and your order is complete, click **continue to checkout**.

17) If you have more transcripts to order, click the **add more transcripts to the order** box.

This will take you back to the order screen.

18) If additional documents are to be sent along with your transcripts, click the **upload documents** box here and the screen below will appear. Follow the instructions for that process.



19) When your order is complete, the payment screen below will appear.

20) Complete the **billing information** and submit your order.

## Payment

Recipient Info Order Options Verify Order **Payment** Receipt

### Billing Address (this is where your statements are sent)

Address

\* Line 1  
Line 2  
\* City  
Select State...  
\* Postal Code  
United States

### Credit Card Information

\* Name As It Appears On Card

\* Card Type

\* Card Number (no dashes or spaces)

\* Expiration

\* Security Code ([what is this?](#))

**submit order**

[previous](#) [cancel this order](#)

## End of Process for Institution Electronic Transcript Order

# Process to follow for using a specific Email Address

**“if intended recipient is not displayed, click here for other delivery options.”**

15) If “**other delivery options**” is chosen, this screen will appear. Select **Yes** to enter an email address.

Recipient Info

Recipient Info Order Options Verify Order Payment Receipt

Concordia University St. Paul wasn't found within the electronic transcript delivery network.

Do you know and want to use an email address to identify your intended recipient?

Yes  No

**! Please be assured your transcript will never be delivered by email. An email notification will be sent to the recipient with instructions on downloading your transcript from a secure server.**

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

16) This screen below will appear to enter the **name of the person** receiving the transcript, and **their email**.

Recipient Info

Recipient Info Order Options Verify Order Payment Receipt

School / Organization  
Concordia University St. Paul

Please verify that your recipient will accept an electronic transcript and that you have entered the correct email address before continuing with this order.

First Name\* Last Name\*  
First name Last name

Email Address\* Confirm Email Address\*  
Theiremail@gmail.net Theiremail@gmail.net

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

17) Verify the **name** and **email address** the transcript should be sent to, on the next screen.

Recipient Info

Recipient Info Order Options Verify Order Payment Receipt

Access to your transcript will be made available to: First name Last name at Theiremail@gmail.net

Once your order is processed by Bethel University (MN) an email message is sent to the recipient. This message contains information on accessing and opening your electronically delivered transcript from a secure website. The transcript is in the form of a PDF document.

**!** You should notify the recipient that they will be receiving email instructions to obtain your transcript. To ensure delivery of this important email message your recipient should add the email domain “@escrip-safe.com” to the list of safe senders in their email application.

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

## Order Options

Recipient Info

**Order Options**

Verify Order

Payment

Select transcript type to be sent

all work



This section applies to all transcript requests in your order

When should the transcript be sent?

now

Special Comments to the Registrar's office regarding your transcript order:

[previous](#)

[continue](#)

[Cancel Order](#)

### Recipient Information

Concordia University St. Paul  
Registrar's Office

### Order Summary

|                         |        |
|-------------------------|--------|
| Cost Per Request        | \$3.00 |
| Online Fee              | \$3.00 |
| Subtotal (this request) | \$6.00 |
| Order Total (1 request) | \$6.00 |

18) Answer the above **2 questions** using the drop-down boxes.

19) Type in any comments or instructions that we need to know in the **Special Comments** box above.

20) Verify the order on the screen below.

Please verify that transcript data entered is correct before continuing.

| delete | edit | Recipient            | Transcript Type | Send     | Delivery Method | Quantity           | Cost per Transcript | Online Processing Fee | Printing/Handling Fee | Shipping/Delivery Fee | Total                |
|--------|------|----------------------|-----------------|----------|-----------------|--------------------|---------------------|-----------------------|-----------------------|-----------------------|----------------------|
|        |      | Theiremail@gmail.net |                 | all work | now             | Electronic-OneTime | 1                   | \$3.00                | \$3.00                | \$0.00                | \$0.00 <b>\$6.00</b> |

Total: **\$6.00**

[continue to checkout](#)

[add more transcripts to this order](#)

[Cancel Order](#)

[upload documents](#)

21) If the sending information is correct, and your order is complete, click **continue to checkout**.

22) If you have more transcripts to order, click the **add more transcripts to the order** box.

This will take you back to the order screen.

23) If additional documents are to be sent along with your transcripts, click the **upload documents** box here and the screen below will appear. Follow the instructions for that process.

**Upload documents to be delivered with the transcript**

Select a PDF

**No documents have been uploaded**

**INSTRUCTIONS:**

You may add a maximum of 5 PDF documents, each with a maximum size of 2 MB.

The attached document(s) will be delivered to all recipients identified in this order.

If different recipients need to receive different (or no) attachments, separate orders will need to be placed.

24) When your order is complete, the payment screen below will appear.

25) Complete the **billing information** and submit your order.

**Payment**

Recipient Info Order Options Verify Order **Payment** Receipt

**Billing Address** (this is where your statements are sent)

Address

\* Line 1   
 Line 2   
 \* City   
 Select State...   
 \* Postal Code   
 United States

**Credit Card Information**

\* Name As It Appears On Card   
 \* Card Type   
 \* Card Number (no dashes or spaces)   
 \* Expiration    
 \* Security Code ([what is this?](#))

[previous](#) [cancel this order](#)

**End of Process using a Specific Email Address**

**for an Electronic Transcript Order**