

## **COMMUNITY Account - Transcript Requests Sent to Self**

### **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](#).

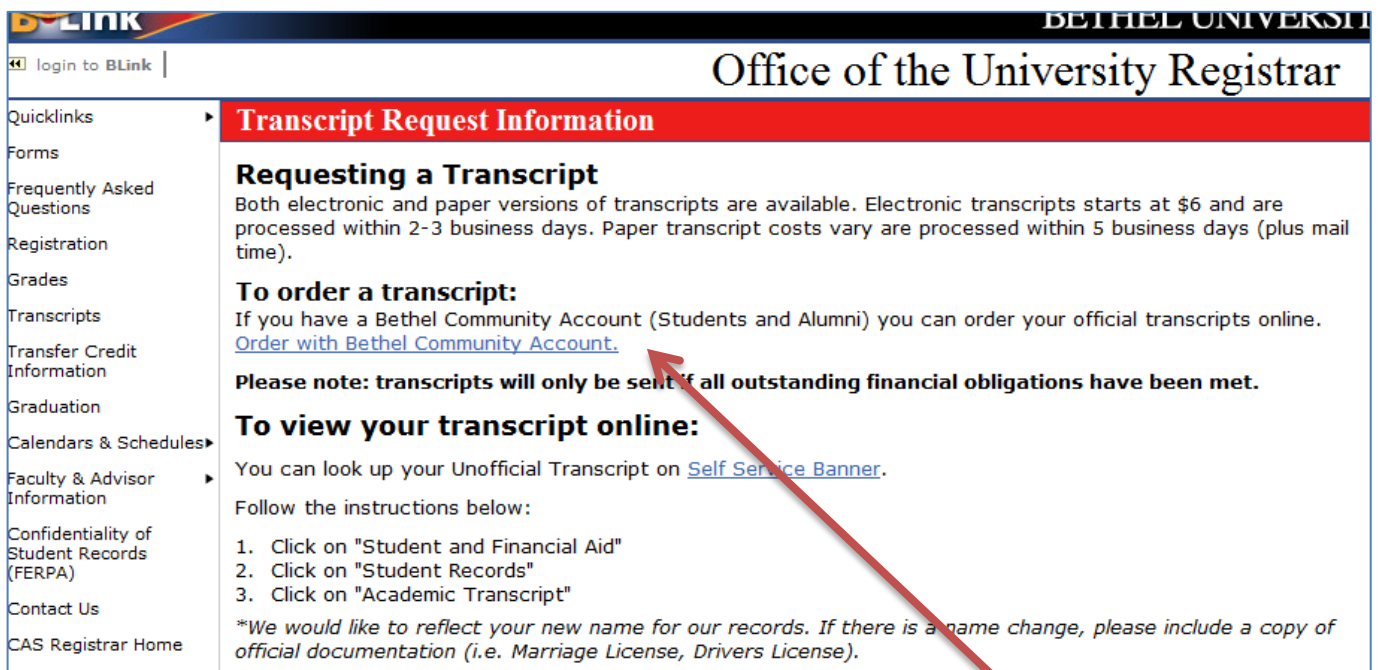
If you no longer have access to your Bethel Community Account, you can sign up for an account with Transcripts On Demand at: <https://iwantmytranscript.com/bethel> to order your official transcript.

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, 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.

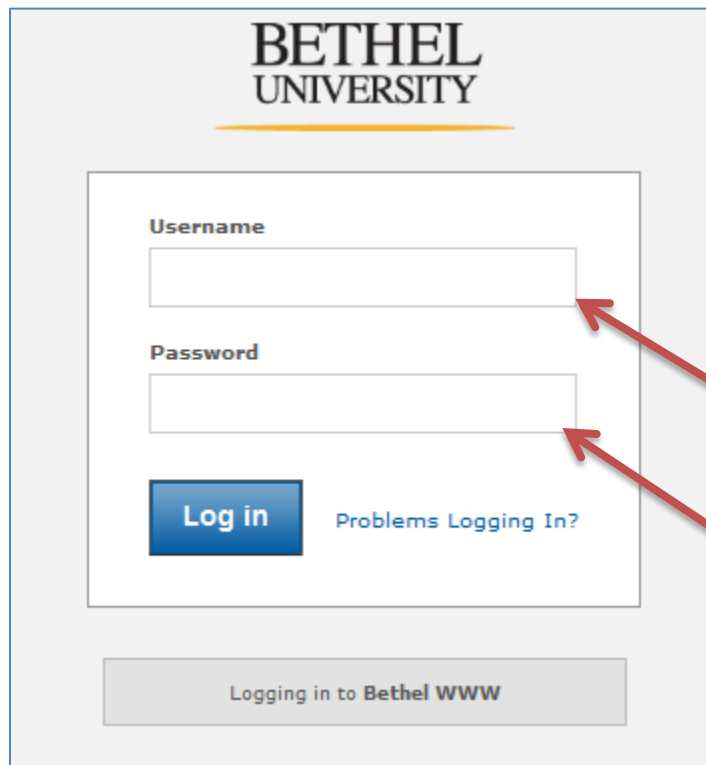
**Official transcripts will only be sent if all outstanding financial obligations have been met.**

- 1) When a person clicks on either the above link “[Click here to order with your Bethel Community Account](#)” or by going to <http://bethelnet.bethel.edu/ureg/cas/transcripts>, then this is the screen that will come up:



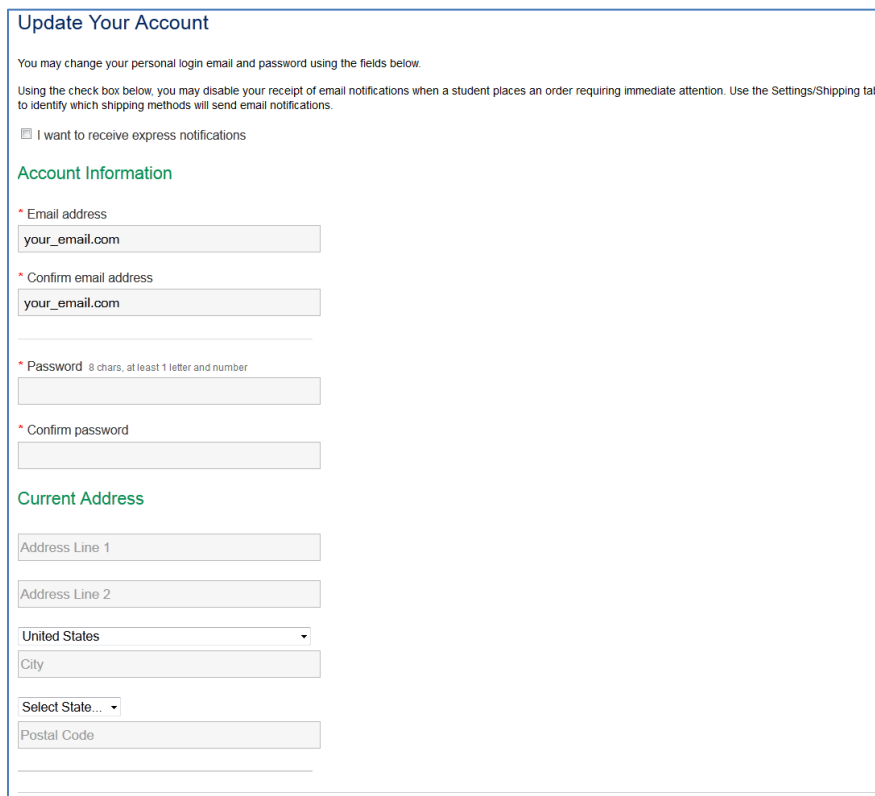
The screenshot shows the website interface for the Office of the University Registrar. The page title is "Office of the University Registrar". The main heading is "Transcript Request Information". Below this, there is a section titled "Requesting a Transcript" which states: "Both electronic and paper versions of transcripts are available. Electronic transcripts starts at \$6 and are processed within 2-3 business days. Paper transcript costs vary are processed within 5 business days (plus mail time)." Underneath, it says "To order a transcript:" and provides instructions for users with a Bethel Community Account, including a link to "Order with Bethel Community Account." A red arrow points to a bolded note: "Please note: transcripts will only be sent if all outstanding financial obligations have been met." Below this, there is a section "To view your transcript online:" which instructs users to look up their Unofficial Transcript on "Self Service Banner" and provides a list of steps: 1. Click on "Student and Financial Aid", 2. Click on "Student Records", and 3. Click on "Academic Transcript". At the bottom, there is a note: "\*We would like to reflect your new name for our records. If there is a name change, please include a copy of official documentation (i.e. Marriage License, Drivers License)." The left sidebar contains a navigation menu with items like "Quicklinks", "Forms", "Frequently Asked Questions", "Registration", "Grades", "Transcripts", "Transfer Credit Information", "Graduation", "Calendars & Schedules", "Faculty & Advisor Information", "Confidentiality of Student Records (FERPA)", "Contact Us", and "CAS Registrar Home".

- 2) Next, click on the **Order with Bethel Community Account** on the above screen.
- 3) This will open up the Bethel University login screen below where the person will login with their **Bethel Username and Password**.



The image shows the Bethel University login page. At the top, the text "BETHEL UNIVERSITY" is displayed in a serif font, with a horizontal line underneath. Below this is a white rectangular box containing the login form. The form has two input fields: "Username" and "Password". Below the "Password" field is a blue "Log in" button and a link that says "Problems Logging In?". Two red arrows point from the right side of the page towards the "Username" and "Password" input fields. Below the white box is a grey button that says "Logging in to Bethel WWW".

- 4) After logging in, the following **Recipient Info** screen will appear.  
(However, if it has been a while since you logged in to this site, you may see the **Update Your Account** screen first asking you to update your account information.)

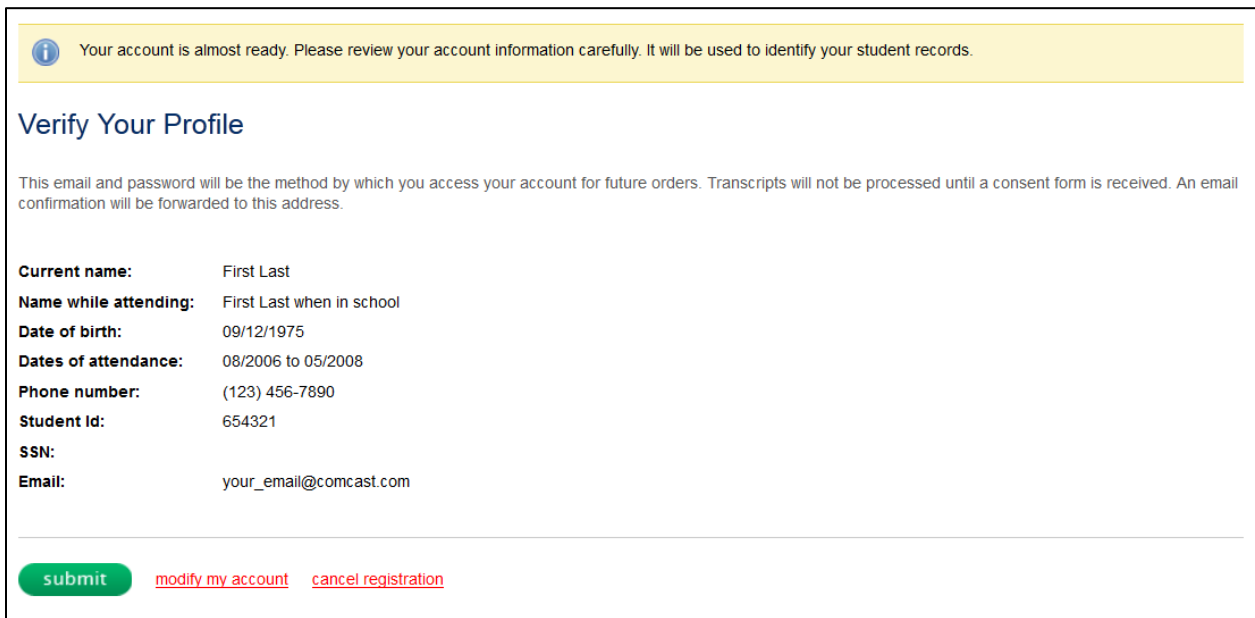


The image shows the "Update Your Account" form. At the top, the title "Update Your Account" is displayed. Below the title, there is a paragraph of text: "You may change your personal login email and password using the fields below." and another paragraph: "Using the check box below, you may disable your receipt of email notifications when a student places an order requiring immediate attention. Use the Settings/Shipping tab to identify which shipping methods will send email notifications." Below this text is a checkbox labeled "I want to receive express notifications".

The form is divided into two sections:

- Account Information**
  - \* Email address: Input field with "your\_email.com" entered.
  - \* Confirm email address: Input field with "your\_email.com" entered.
  - \* Password: Input field with a note "8 chars, at least 1 letter and number".
  - \* Confirm password: Input field.
- Current Address**
  - Address Line 1: Input field.
  - Address Line 2: Input field.
  - United States: Dropdown menu.
  - City: Input field.
  - Select State...: Dropdown menu.
  - Postal Code: Input field.

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



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

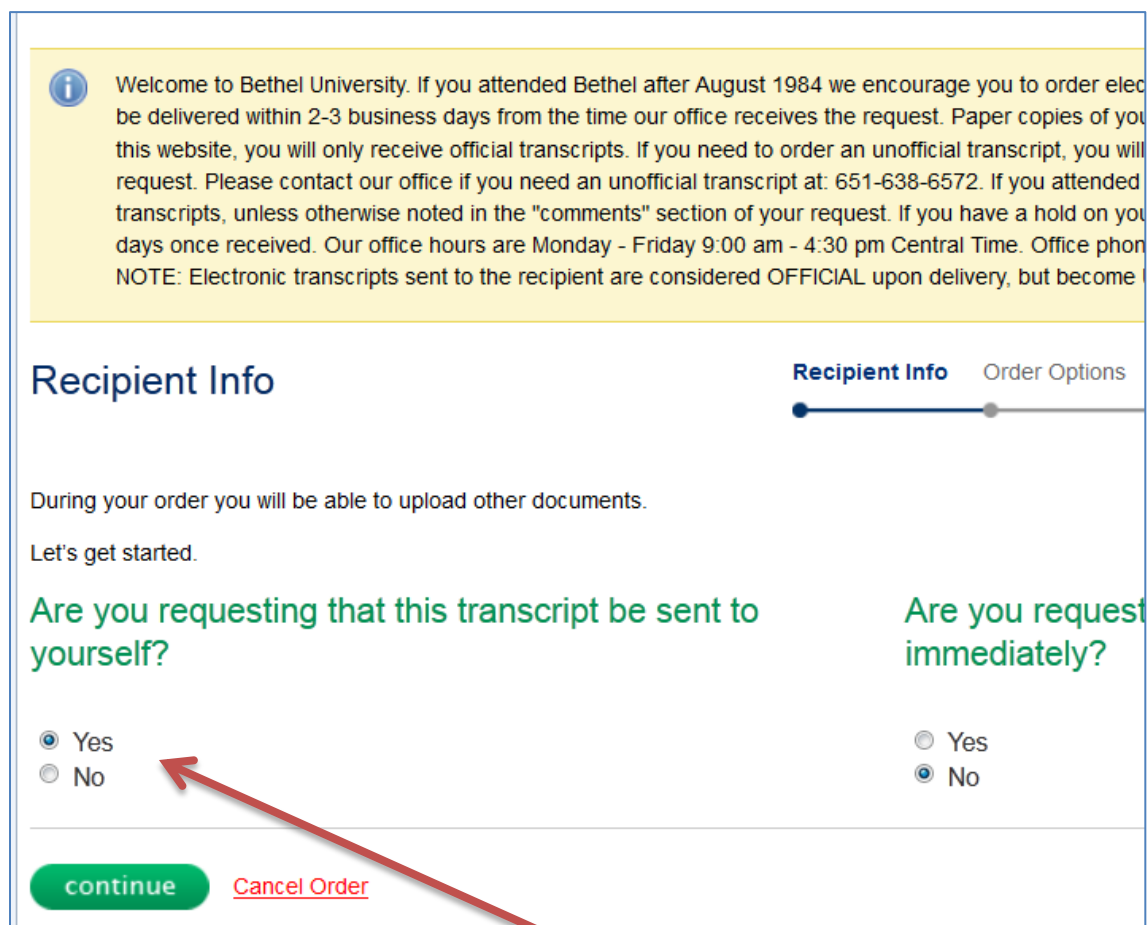
### Verify Your Profile

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) After verifying or updating the account information, the **Recipient Info** screen will appear.



Welcome to Bethel University. If you attended Bethel after August 1984 we encourage you to order elec be delivered within 2-3 business days from the time our office receives the request. Paper copies of you this website, you will only receive official transcripts. If you need to order an unofficial transcript, you will request. Please contact our office if you need an unofficial transcript at: 651-638-6572. If you attended transcripts, unless otherwise noted in the "comments" section of your request. If you have a hold on you days once received. Our office hours are Monday - Friday 9:00 am - 4:30 pm Central Time. Office phon NOTE: Electronic transcripts sent to the recipient are considered OFFICIAL upon delivery, but become

### Recipient Info

**Recipient Info** Order Options

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 request immediately?**

Yes  
 No

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

7) Since this transcript is being sent to you, check the first **Yes** box on the above screen. If you select **Yes for the second question**, the screen below will appear.

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

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

Welcome Lori Scherb of Bethel University (MN)  
Last order placed on 02/13/2013

**Welcome to Bethel University.** If you attended Bethel after August 1984 we encourage you to order electronically for the quickest delivery. Electronic transcripts will be delivered within 2-3 business days from the time our office receives the request. Paper copies of your transcript are processed in 5 business days. Through this website, you will only receive official transcripts. If you need to order an unofficial transcript, you will need to submit the request via fax or mail through paper request. Please contact our office if you need an unofficial transcript at: 651-638-6572. If you attended more than one school within Bethel, we will send all Bethel transcripts, unless otherwise noted in the "comments" section of your request. If you have a hold on your account, we will only hold the transcript request for 90 days once received. Our office hours are Monday - Friday 9:00 am - 4:30 pm Central Time. Office phone number: 651.635.8734 and fax number: 651.635.1983. NOTE: Electronic transcripts sent to the recipient are considered OFFICIAL upon delivery, but become UNOFFICIAL if passed on to another recipient.

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

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.

**Recipient Info** | Order Options

Bethel University (MN) recommends electronic delivery of your transcript.

The email address we have on file for you is [ljs24737@bethel.edu](mailto:ljs24737@bethel.edu). You may update this in [My Account](#) before you order.

You will receive an email notification containing a link to obtain your transcript from our secure web server once the transcript is ready. The link will expire after 14 days if the transcript has not been viewed.

To ensure delivery of the email notification, please add the email domain "@escrip-safe.com" to your safe sender list.

Warning: Other parties may not accept a transcript sent directly to you.

[previous](#) [continue electronic \(PDF\)](#) [continue postal](#) [Cancel Order](#)

11) Select how you want the transcript sent – **electronically** or a **paper copy for mailing**.

12) If **electronic**, the below screen will appear.

13) If **continue postal** is chosen, scroll down to the **Postal Instructions** section.

## Order Options

Recipient Info   **Order Options**   Verify Order   Payment

Select transcript type to be sent

*This section applies to all transcript requests in your order*

When should the transcript be sent?

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

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

### Recipient Information

Lori Scherb  
ljs24737@bethel.edu

### Order Summary

Cost Per Request	\$3.00
Online Fee	\$3.00
Printing/Handling Fee	\$0.00
Subtotal (this request)	\$6.00
Order Total (1 request)	\$6.00

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.

## Verify Order

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

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
		Your email address	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](#)

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.

**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.

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?](#))

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

## End of Process for Electronic Transcript Order

# Postal Instructions

The 'Recipient Info' form contains the following fields:

- Name: Your Name
- \* Address: Your address, Line 2
- Your city
- MN (State dropdown)
- Your zip
- United States (Country dropdown)
- Phone number (555) 555-5555

Navigation buttons at the bottom: previous, continue, Cancel Order.

A red arrow points to the phone number field.

14) Your name and mailing information should auto populate in the screen above.

The 'Order Options' form contains the following sections:

- Select transcript type to be sent: all work
- Number of copies: 1
- Choose shipping method:
  - US First Class Mail (Domestic) \$2.00  
US First Class Mail (Domestic). Please allow 5 business days to process your request.
  - Student Pickup \$2.00  
Please allow 5 business days to process your request.
- When should the transcript be sent?: now
- Special Comments to the Registrar's office regarding your transcript order.

Navigation buttons at the bottom: previous, continue, Cancel Order.

Red arrows point to the transcript type, shipping method, and special comments fields.




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

16) 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
		Your Name	all work	now	US First Class Mail (Domestic)	1	\$3.00	\$3.00	\$0.00	\$2.00	<b>\$8.00</b>

Total: **\$8.00**

  [Cancel Order](#) 

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

18) 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.

19) If additional documents are to be sent along with your transcripts, click the **upload documents** box on the above screen, 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.

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

21) 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 Paper Transcript Order**