

Ordering an Electronic Transcript Third Party through Credentials

1. Log into HomerConnect using your Netpass login credentials.
2. On the Main Menu screen, select “Order official electronic transcript” under the “Transcripts” header.
3. If a window does not launch in 5 seconds, click on the blue hyperlink that says “please click here.” This will take you to the Credentials service - a third party transcript service Ithaca College uses for electronic transcripts.
4. Select “Begin Order.”
5. Your personal information will auto-fill from HomerConnect onto the first page of the form. Double check that the information is correct and click “Next” at the bottom of the first page.
6. Make sure that “Official Transcript - Deliver to Recipient” is selected.

Please choose a service for this order

☒ Official Transcript - Deliver to Recipient

Processed within 1 business day provided the order has been authorized.

7. Indicate under “Tell us when to release your transcript(s)” when you wish the have the transcript sent out. Your choices include:
 - a. “Send Now” - your transcript will be sent with no grades for your current courses; the courses will still be listed under this semester. **This is likely the option you want for study abroad application purposes.**
 - b. “Send after my grades are posted” - this option will wait and send your transcript after grades are posted for your selected term.
 - c. “Send after my degree has been awarded” - this option will wait and send your transcript after your degree has been posted and you have officially graduated from the college. This is typically within 2 weeks following graduation.
8. Select a reason from the drop-down list (for study abroad purposes, select “For Me to Send/Deliver to Someone Else) for ordering the transcript. Click “Next” after making the selection.

Other information required by Ithaca College

Primary Reason for Ordering

✓ Select a Reason for Ordering

- For Myself
- For Me to Send/Deliver to Someone Else
- For Transfer Admission
- For Transfer of Courses Taken Elsewhere
- For a Reverse Transfer Degree Program
- For Undergraduate Admission
- For Graduate Admission
- For Employment
- For Board Certification
- For Some Other Reason

Prev Next

9. If you need to send the transcript electronically to an individual, rather than a school or other institution in the Recipient Table or Application Service, select “Enter Recipient Manually” and click “Next.”

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.

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

☒ Enter Recipient Manually

Next

10. Select a recipient type. (For study abroad, please select “A business or other third party.”) You will then need to fill in a mailing address for the recipient even if you are sending the transcript electronically. Click “Next.”

Delivery Address

This recipient is

A Business or other third party ▾

11. Under “Please choose a method for delivery of your transcript for Recipient 1” select “PDF Transcript Downloaded by Third-Party Recipient.”

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

☒ PDF Transcript Downloaded by Third-Party Recipient

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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

12. Enter recipient email in the appropriate two fields. Click “Next.”
13. Review the quantity, delivery method, and recipient information. If all information looks correct, click “Continue to Order Summary.”
14. Once again review the information and click “Go to Payment.” Fill in the appropriate information for your payment of \$2.25 and submit your order at the bottom of the page.