



**National Student Clearinghouse®**  
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## Transcript Ordering – Instructions for Integrating the Web Interface

This document provides developers with the technical information they need to link their institution's transcript ordering Web page and, optionally, Student Self-Service site to the Clearinghouse's Transcript Ordering service.

### Adding the Transcript Ordering Link to Your Web Site

Clearinghouse Transcript Ordering was designed for easy integration with a school's existing transcript ordering page and can be implemented in just two steps using basic HTML skills:

1. Add text announcing the availability of your new online transcript ordering option. Please feel free to tailor the following sample for your institution:

#### Ordering Transcripts Online

<Your School Name> has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

- To order an official transcript(s), login to the [Clearinghouse secure site](#).  
NOTE: the link in the bullet above should correspond to your school's unique Transcript Ordering URL (see step #2).
- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
- Order updates will be emailed to you. You can also track your order online.

2. After your Transcript Ordering Implementation Team representative confirms that your service is active and ready to accept orders, add a link to the Clearinghouse Transcript Ordering site\* using the following URL format:

[https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=12345678](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=12345678)

Enter your eight-digit FICE code at the end of the link after "FICEcode=" (where we've inserted 12345678 as an example).

*NOTE: If you provide unique transcript ordering pages for defunct institutions, enter the FICE codes as follows: FICEcode=12345678-1 (<School Fice\_code>-<AKA Sequence>)*

*The AKA sequence is an optional parameter for schools maintaining transcripts for defunct institutions. After the user logs into the system, this school will be shown as the default institution. You will need to register each AKA sequence when you sign up for Transcript Ordering.*

**\*IMPORTANT: Do not post the link until your Transcript Ordering Implementation Team representative advises you to do so.**

**Adding Transcript Ordering to Your Student Self-Service Site**

If you have already implemented Student Self-Service, you must tell us if you still require requestors to print and sign a paper consent form, even though you have authenticated them locally. If not, Transcript Ordering will log the date, time and authentication method, but will not require the student to print and sign a paper consent form. There are no additional technical requirements for adding Transcript Ordering to Student Self-Service.

**Questions?**

If you have a question or need assistance, contact your school's Transcript Ordering Implementation Team at **[service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)**.