

Ordering a Transcript Online

1. Log in to [MyGFU](#) and click the "transcripts" link under Student Resources or Alumni Resources. If you do not have or do not remember your login or password, please contact the [IT Service Desk](#). Alternatively you may place an order directly through the Credentials Solutions [TranscriptsPlus website](#); this process may involve you submitting a signed consent form to Credentials Solutions authorizing the release of your transcripts.
2. Complete the **Student Info** section and click Next.
 - If you're unsure about the dates you attended, just enter your best estimate.
3. Select **your service for your order**:
 - The first two options "Official Transcript" will be processed in 1-5 business days
 - The next two options "Rush Transcript" will ensure it will be processed within 1 business day
 - The last two options "Rush Transcript with EXPEDITED Degree Conferral" is only applicable if you are about to finish your degree or have just recently completed your program.

***You will have an option to select **printed copy vs. electronic pdf** later in the process (see screenshots below)*
4. Tell us **when to release** your transcript:
 - "Send Now" will send your transcript right away – if you're currently enrolled in classes, it will list those classes but have blanks for the grades if grades have not been posted yet
 - If you want to make sure your grades for the current semester are included, select the applicable semester under "Send after grades are posted"
 - If you want to make sure your degree is listed on your transcript, select the applicable semester under "Send after degree is conferred"
5. Select a **reason for order** and click Next.
6. Select your **Recipient** – See following pages for details on each option
 - **Search our Recipient Table**
This option is usually most applicable when you're sending your transcript to another college or university. Type in the school and select it from the list. If your recipient is not found, enter the address manually.

Student Info → Order Options → Recipient(s) → Summary → Payment

Searching for Recipient 1 in OREGON

Search

Available Recipients

Address	College/University Type	Delivery Methods
OFFICE OF ADMISSIONS UNIVERSITY OF OREGON 1217 UNIVERSITY OF OREGON EUGENE OR 97403-1205	Undergraduate	PDF Mail
OFFICE OF ADMISSIONS UNIVERSITY OF OREGON 1217 UNIVERSITY OF OREGON EUGENE OR 97403-1205	Graduate	PDF Mail

[My recipient was not found. I want to enter the address manually.](#)

Cancel This Recipient

- **Myself**

This will automatically load your mailing address and then give you the option to receive the transcript as a PDF Electronic transcript or as a Printed Mailed copy.

- **Application Service**

Often these Application Services require that you include an attachment with your transcript to connect your transcript with their records for you. This option allows you to select the application service and then enter your ID or other applicable info from your attachment document, then the system automatically generates the attachment for you and includes that with your transcript.



A valid mailing address must be provided for all transcript requests from George Fox University; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

The screenshot shows a form titled "Please choose a type of recipient". It has several radio button options: "Search our Recipient Table", "Myself", "Select an Application Service", "Direct Access Code Lookup", and "Enter Recipient Manually". The "Select an Application Service" option is selected and highlighted with a red arrow. Below this option is a dropdown menu labeled "Choose an Application Service" which is open, showing "NURSING CAS --- TRANSCRIPT DEPARTMENT". There is a "Next" button below the dropdown and a "Cancel This Recipient" button at the bottom of the form.

- **Direct Access Code Lookup**

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

- **Enter Recipient Manually**

If you choose this option and want to ensure that you can send **your transcript electronically (emailed pdf)** make sure to choose "A Business or third party" from the "This recipient is" dropdown menu. This will bring up the pdf option on the next screen. You still need to enter a physical address before you're given the option to send a PDF transcript to an email address.
(see screenshots on next page)

Please enter or verify/correct the information shown below.

Transcript Recipient 1

Recipient Address

This recipient is A Business or other third party ▼

Country: UNITED STATES Change Country

Attention/Department: *Required

School/Institution/Company:

Address 1: *Required

Address 2:

City: *Required

State: *Required Only for United States, Canada, Mexico, and Australia

ZIP Code: City/State/Zip Help

Telephone #: *Required
Enter N/A if not known Telephone Help

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.
 Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

No Yes *(This is not common)*

The **Attachment** option allows you to upload an additional document to accompany your transcript if need be.

Selecting to send as an Electronic PDF via email:

This option is provided under many of the Recipient choices after the mailing address is input. If you don't receive the PDF option, then the recipient is not set up to receive electronic PDFs. To input an email address manually, choose the **Enter Recipient Manually** option.

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

PDF Transcript Downloaded by Third-Party Recipient
[Tell Me More](#)

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

Cancel This Recipient

Next

7. After you finish selecting your recipient, you can review Your Recipients and add others if necessary. Then just continue to your Order Summary. If all looks good, click Go to Payment and enter your payment info and complete your order.