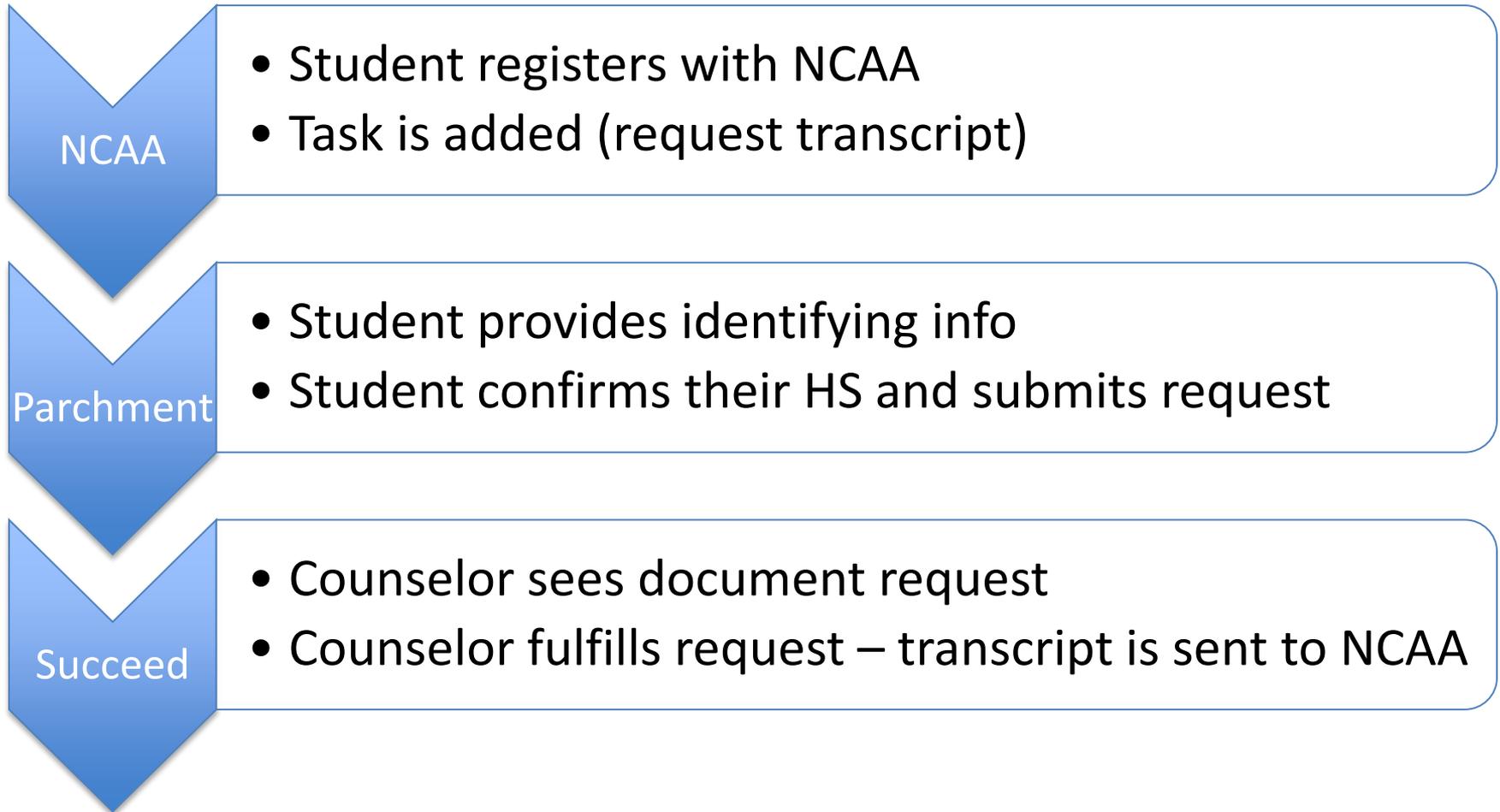


NCAA Transcript Requests

For Schools using eDocs

2011-2012

Flow Chart for NCAA Requests



1. Go to NCAA Eligibility Center

The screenshot shows a web browser window with the URL www.eligibilitycenter.org/ECWR2/NCAA_EMS/NCAA.html. The browser's address bar and search bar both contain "ncaa eligibility center". The browser's tab bar shows several open tabs: "NCAA Eligibility Center", "Naviance eDocs", and "NCAA Eligibility Center". The browser's toolbar includes "Most Visited", "Gmail", "Hotmail", "Jira", "WW", "CRM", "Salesforce", "hiWire: Home", "eDocs IV 2011-...", "PM Webinars", "Team WFH & PT...", and "Bookmarks".

The main content area features the NCAA Eligibility Center logo and the text "WELCOME!". Below this is a large green banner with a photo of a smiling young man in a blue polo shirt. The banner contains the text "NCAA COLLEGE-BOUND STUDENT-ATHLETES" and a green button labeled "ENTER HERE". Below the green banner is a yellow banner with the text "HIGH SCHOOL ADMINISTRATORS" and a yellow button labeled "ENTER HERE".

At the bottom right of the page, there is a small link: "Click [here](#) to view the technical requirements for the website."

2. Log in to Account

The image shows a composite graphic representing the NCAA Eligibility Center website. At the top left is the NCAA Eligibility Center logo. A navigation bar contains the following links: Welcome, About the NCAA, Divisions, Sports, For Parents, Resources, and Contact Us. On the left, a Nokia smartphone displays a 'Registered?' screen with a red circle around the keyboard area. The main content area features a large paper graphic with the following text: 'Welcome to the NCAA Eligibility Center. Your student-athlete experience begins here. At this site, you'll find the tools and information you need to begin your college experience. Explore this site to learn more about the NCAA, its athletics divisions, its sports and other information. Click on the phone or use the login box in the top right corner to complete your registration for eligibility. 1 of 2'. To the right of this text is a 'Checklist:' section with two items: 'Create account' and 'Complete registration'. In the top right corner, a login form is highlighted with a yellow oval, containing fields for 'Username (e-mail)', 'Password or PIN', a 'Forgot password' link, and a 'GO' button. The background includes a chalkboard with a physics equation $F = \frac{9}{5}(C) + 32$, a calendar, a photo of a student-athlete, and a man standing in the bottom right corner.

3. Go to My Planner

The image shows a screenshot of the NCAA Eligibility Center website. The background is a wooden desk with various items: a Nokia phone on the left displaying 'Complete your checklist', a calendar with a photo of a golfer, a checklist, a pen, and a man standing on the right. The website header includes the NCAA Eligibility Center logo and navigation links: Welcome, About the NCAA, Divisions, Sports, For Parents, Resources, and Contact Us. The user's NCAA ID (0911674558) and account information are in the top right. A large paper graphic in the center contains the following text:

Welcome to the NCAA Eligibility Center.
Your student-athlete experience begins here.
At this site, you'll find the tools and information you need to begin your college experience.

Explore this site to learn more about the NCAA, its athletics divisions, its sports and other information.

Click on the phone or use the login box in the top right corner to complete your registration for eligibility.

1 of 2

Checklist:

- Send ACT and/or SAT scores
- Send transcripts
- Check courses with guidance counselor

The 'My Planner' button at the bottom right is circled in green.

4. Check Task List

NCAA Eligibility Center

NCAA ID: 0911674558
MY ACCOUNT / ID #
LOGOUT

GRADUATION DATE May 2012
ENROLLMENT DATE Fall 2012

REGISTERED

- ABOUT ME
- MY COURSEWORK
- MY SPORTS +
- MY TASK LIST (1 open task)**
- MY TRANSCRIPTS
- MY TEST SCORES

MY ELIGIBILITY STATUS

6. Task Details

The screenshot displays the NCAA Eligibility Center's 'My Planner' interface. The background is a chalkboard with mathematical equations like $x/s=10$, $s(x/s)=10x/s$, and $x=50$. The 'My Planner' title is written in white chalk. On the left, a vertical sidebar labeled 'REGISTERED' contains three blue buttons: 'ABOUT ME', 'MY COURSEWORK', and 'MY SPORTS' (with a green plus icon). Below these is a red button for 'MY TASK LIST (1 open task)'. Under the task list, there are two tabs: 'OPEN TASKS' (selected) and 'COMPLETED TASKS'. A message states: 'Below is a list of tasks you need to complete. Once you have completed a task, click the link to indicate that you have done so.' The task list includes one item: **Official transcript needed** Oct 7, 2011. Below the task is the text: 'The NCAA Eligibility Center must receive a complete official transcr'. In the top right corner, the user's 'NCAA ID: 0911674558' is shown, along with 'MY ACCOUNT / ID #' and a 'LOGOUT' link. Below this, there are two blue information icons: one for 'GRADUATION DATE' (May 2012) and one for 'ENROLLMENT DATE' (Fall 2012). A large dark button labeled 'MY ELIGIBILITY STATUS' is positioned on the right side of the interface.

Task Details (continued)

The screenshot shows the NCAA Eligibility Center's 'My Planner' interface. At the top left is the 'NCAA Eligibility Center' logo. At the top right, it displays 'NCAA ID: 0911674568', 'MY ACCOUNT / ID #', and a 'LOGOUT' link. Below the logo is a chalkboard graphic with 'My Planner' written on it. To the right of the chalkboard are 'GRADUATION DATE' (May 2012) and 'ENROLLMENT DATE' (Fall 2012) fields. A sidebar on the left contains navigation links: 'REGISTERED', 'ABOUT', 'MY C...', 'MY S...', 'MY T...', and 'MY TRANSCRIPTS'. A red 'Task Detail' pop-up window is centered on the screen, containing the following text:

Task Detail [Close]

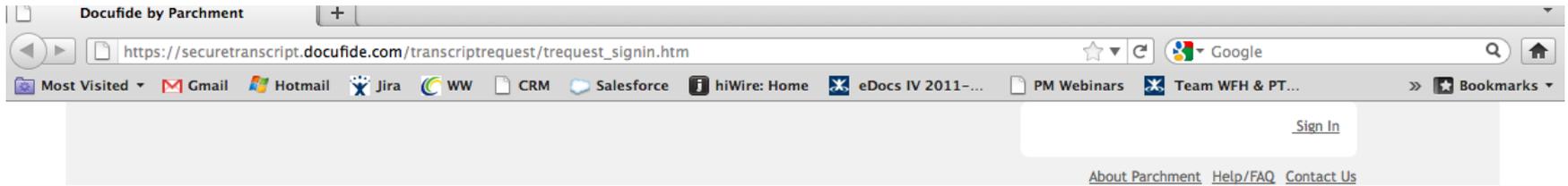
Official transcript needed
Task created on October 7, 2011.

The NCAA Eligibility Center must receive a complete official transcript directly from your high school before your certification can be reviewed. Please click here to submit a request to Fairfield College Preparatory. **THIS TASK WILL BE AUTOMATICALLY MARKED AS "COMPLETE" WHEN AN OFFICIAL TRANSCRIPT IS RECEIVED.**

Below is a list of tasks. The first task is 'Official transcript needed' with a date of 'Oct 7, 2011'. A red arrow points from the text 'THIS TASK WILL BE AUTOMATICALLY MARKED AS "COMPLETE" WHEN AN OFFICIAL TRANSCRIPT IS RECEIVED.' in the pop-up window to the checkbox next to the task in the background list.

Click on this text to trigger the next step

7. Parchment landing page



Sign in with your Parchment Credentials

Please sign in using your email address and password.

If you are a student or parent who has not registered with Parchment Inc., [create an account](#)

Email Address

Password

[Forgot your password?](#)

SIGN IN

CONTINUE WITHOUT SIGNING IN



Students have the option of creating an account, which will save some time if they have future requests, or continuing without creating an account.

docufide
by parchment

parchment
essential education

Learn more about Parchment Inc.

[Contact Us](#) [Privacy Policy](#) [Terms Of Use](#)

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8. Fill in personal info

Docufide by Parchment

https://securetranscript.docufide.com/transcriptrequest/trequest_personalinfo.htm

Sign In

About Parchment Help/FAQ Contact Us

Personal Information

Verify and complete the information below to continue.

* Required Information

* Email Address:	<input type="text"/>	Country:	<input type="text" value="United States"/>
* First Name:	<input type="text"/>	Address:	<input type="text"/>
Middle Name:	<input type="text"/>		<input type="text"/>
* Last Name:	<input type="text"/>	City:	<input type="text"/>
Suffix:	<input type="text" value="Suffix"/>	State/Province:	<input type="text" value="State/Province"/>
* Gender:	<input type="text" value="Gender"/>	Postal Code:	<input type="text"/>
* Date of Birth:	<input type="text" value="Mo"/> <input type="text" value="Day"/> <input type="text" value="Year"/>		
SSN (last 4 digits):	<input type="text"/>		

CONTINUE →

Only first name, last name, gender, and date of birth are required. Everything else is optional.

docufide parchment

Personal info (continued)

Docufide by Parchment

https://qa1.parchment.com/transcriptrequest/trequest_personalinfo.htm

Most Visited Gmail Hotmail Jira WW CRM Salesforce hiWire: Home eDocs IV 2011-... PM Webinars Team WFH & PT... Bookmarks

Sign In

About Parchment Help/FAQ Contact Us

Personal Information

Verify and complete the information below to continue.

* Required Information

* Email Address:	<input type="text" value="edocs-SH12@naviance.com"/>	Country:	<input type="text" value="United States"/>
* First Name:	<input type="text" value="Twelve"/>	Address:	<input type="text"/>
Middle Name:	<input type="text"/>		<input type="text"/>
* Last Name:	<input type="text" value="Hallenbeck12"/>	City:	<input type="text"/>
Suffix:	<input type="text" value="Suffix"/>	State/Province:	<input type="text" value="State/Province"/>
* Gender:	<input type="text" value="Male"/>	Postal Code:	<input type="text"/>
* Date of Birth:	<input type="text" value="Oct"/> <input type="text" value="20"/> <input type="text" value="1993"/>		
SSN (last 4 digits):	<input type="text"/>		

9. School info

Twelve Hallenbeck12 [Sign Out](#)

[About Parchment](#) [Help/FAQ](#) [Contact Us](#)

School Information for Twelve Hallenbeck12

Verify and complete the information below to continue.

Big Dipper

School Name:

City:

* Enrollment Status
 Currently Enrolled
 Not Currently

* Graduation Year:

Student ID:

Name When Enrolled (if different)

First Name:

Middle Name:

Last Name:

Suffix:

Fees:

Transcript Fee: 0.00

Big Dipper Fee: 0.00

Handling Fee: 0.00

Authorization:

You can authorize the college to request transcripts on your behalf. If there is a fee owed, you will be notified of the request and will be required to pay the fee before it can be delivered.

I authorize NCAA Eligibility Center to request transcripts on my behalf.



Students do not have to check this box, but doing so will make it easier for the NCAA to request final transcripts.

10. Confirmation for student

Twelve Hallenbeck12 [Sign Out](#)

[About Parchment](#) [Help/FAQ](#) [Contact Us](#)

Confirmation for Twelve Hallenbeck12

Parchment has delivered the transcript request to the following schools:

- Big Dipper

docufide
by parchment

parchment 
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11. Succeed Home Page

succeed

home students courses scholarships colleges connections reports setup help | sign

applications transcripts documents scholarships journals mailings recommendations transcript mismatch resolution online document requests

Student Services

Course Planner	5/26/13
Course Planner	5/26/13
Writing Style Inventory	8/27/14
Success Succeed Premier	5/26/13

Services

Course Planner	add
Course Planner HS	add
Test Prep - SAT	add
Test Prep - ACT	add
Course Planner MS	add
Page account	
View online	
For your peers	

Big Dipper :: Anaheim, CA :: U.S.

Class of 2012 Snapshots

Students with submitted applications ▾

eDocs Alert(s):
You have 7 transcript(s) that need(s) to be [matched](#).
You have 3 pending [document request\(s\)](#).

idea EXchange
Share ideas, vote on suggestions & hear from Naviance

eDocs status

You are currently enrolled in eDocs through **4/7/12**. Beginning on **3/8/12**, you will see a link here to renew your eDocs service. There is no charge to renew, but this step is required if you intend to continue using eDocs for another year.

Credit card purchasing is now available for Naviance public courses

You can now purchase individual seats to Naviance public web-based instructor-led courses via credit card. For \$150 per person you can attend an interactive hands-on session delivered over WebEx covering the various aspects of the Naviance Succeed solution. Registration is easy and you are automatically confirmed for the course upon credit card payment.

[Visit our new public course schedule](#) and simply find the course of interest and click register to start the process!

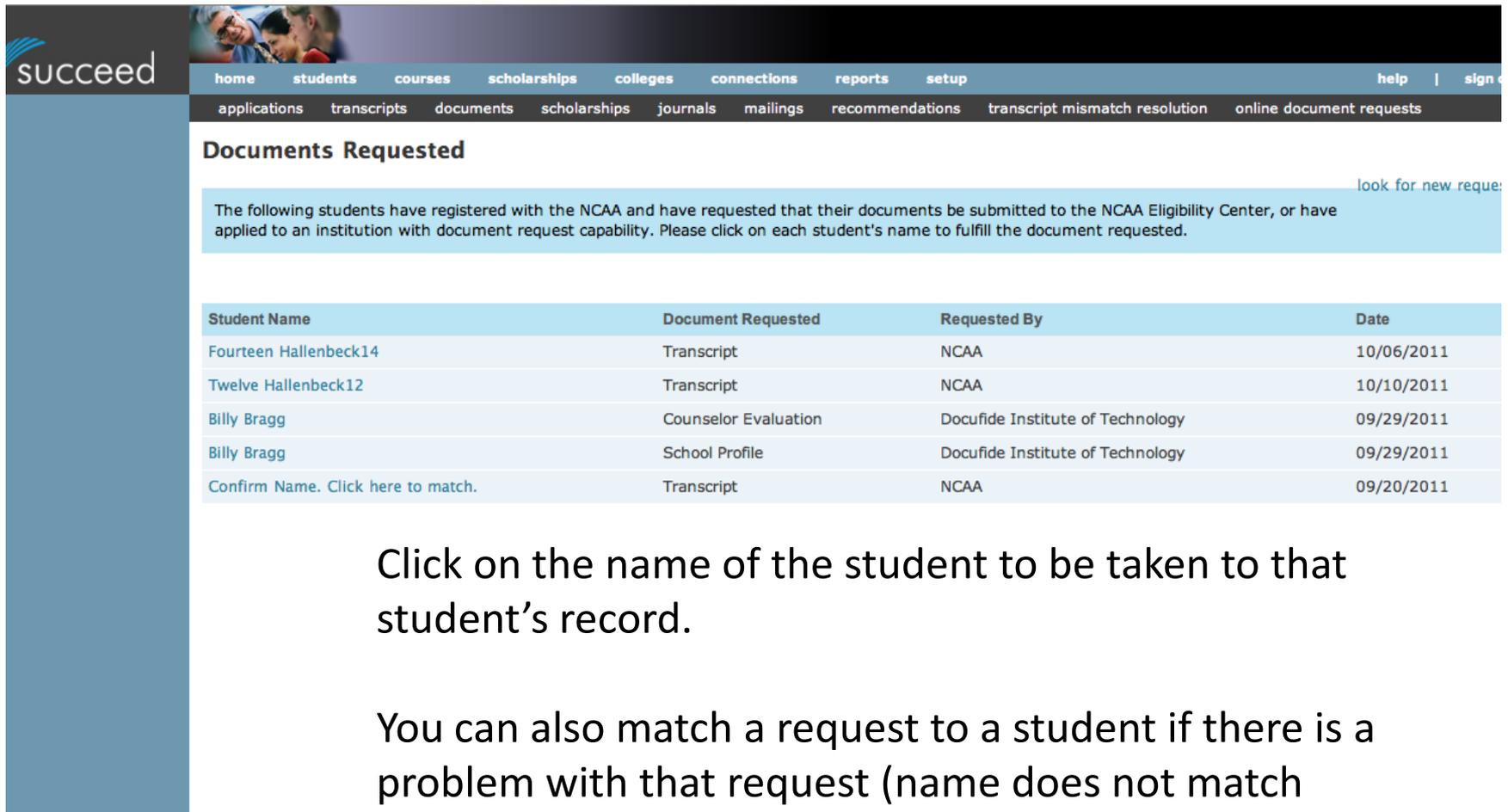
Interested in obtaining five or more seats to attend our public

Not applied
91.4%

Applied
8.6%

Chart data is updated every 24 hours. Click graph for details

12. Document Request page



succeed

home students courses scholarships colleges connections reports setup help | sign out

applications transcripts documents scholarships journals mailings recommendations transcript mismatch resolution online document requests

Documents Requested

look for new requests

The following students have registered with the NCAA and have requested that their documents be submitted to the NCAA Eligibility Center, or have applied to an institution with document request capability. Please click on each student's name to fulfill the document requested.

Student Name	Document Requested	Requested By	Date
Fourteen Hallenbeck14	Transcript	NCAA	10/06/2011
Twelve Hallenbeck12	Transcript	NCAA	10/10/2011
Billy Bragg	Counselor Evaluation	Docufide Institute of Technology	09/29/2011
Billy Bragg	School Profile	Docufide Institute of Technology	09/29/2011
Confirm Name. Click here to match.	Transcript	NCAA	09/20/2011

Click on the name of the student to be taken to that student's record.

You can also match a request to a student if there is a problem with that request (name does not match roster, etc.)

13. Send Forms page

ceed

home students courses scholarships colleges connections reports setup help

student roster student search parent roster groups add student apps by student apps by college batch update transfer student

Twelve Hallenbeck12 Class of 2012

General Courses Plan Scores Colleges eDocs Resume Scholarships Journal Documents Careers

prepare forms send forms print forms submission status previous years view eDocs destinations pending requests

Send Forms [collapse to summary view](#)

Information about this student's college list on the Common Application website was last updated as of 08/16/2011 12:44 PM.
[Click here to manually check for more recent information.](#)

College	School Report	Teacher Recommendations	School Profile	Midyear Report	Final Report
<input type="checkbox"/> Docufide Institute of Technology (not a real college) view full detail	written evaluation ready to send transcript ready to send	1 letter(s) of rec. ready to send	profile ready to send		
<input type="checkbox"/> Harvard Univ <small>* this Common App college is not in the students Common Application college list * this college requires 2 evaluation minimum; 2 evaluations maximum</small> view full detail	<ul style="list-style-type: none">report ready to sendwritten evaluation ready to sendtranscript ready to send	<ul style="list-style-type: none">1 letter(s) of rec. ready to send2 evaluation(s) required.	<ul style="list-style-type: none">profile ready to send		
<input type="checkbox"/> Naviance Univ view full detail	written evaluation sent transcript sent	1 letter(s) of rec. ready to send	profile sent		
<input type="checkbox"/> NCAA hide full detail This college accepts electronic submissions. Select the forms you'd like to submit online and click "submit selected forms"					
FORM why are some forms unavailable for selection?		INFORMATION		OPTIONS	
<input type="checkbox"/> Active Transcript (Initial Transcript)		Initial Transcript uploaded on October 10, 2011 by eDocs Printer		view	
<input type="checkbox"/> NGU (not a real college) <small>* this student has started the application for this college through the Common App site * this college requires 0 evaluation minimum; 8 evaluations maximum</small> view full detail	<ul style="list-style-type: none">report ready to sendwritten evaluation ready to sendtranscript ready to send	<ul style="list-style-type: none">1 letter(s) of rec. sent8 evaluation(s) maximum.	profile sent		
<input type="checkbox"/> Fordham (not a real college)	<ul style="list-style-type: none">report ready to send	<ul style="list-style-type: none">1 letter(s) of rec. sent	profile sent		

student last, first

Alphabet
G H I
P Q R
Y Z

14. Review

cceed

home students courses scholarships colleges connections reports setup help

student roster student search parent roster groups add student apps by student apps by college batch update transfer student

Twelve Hallenbeck12 Class of 2012

General Courses Plan Scores Colleges eDocs Resume Scholarships Journal Documents Careers

[prepare forms](#) | [send forms](#) | [print forms](#) | [submission status](#) | [previous years](#) | [view eDocs destinations](#) | [pending requests](#)

Review and Submit Forms

This page summarizes the forms you selected for submission. Please review them carefully and make any necessary changes prior to submitting it.

NCAA		<input checked="" type="checkbox"/> Mark initial materials submitted  edit
	Last edited by	Date Changed
Initial Transcript	eDocs Printer	08/16/2011

 These forms will be submitted electronically.

[Back](#) [Submit](#)

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Signed in as edocs qa from Big Dipper

15. Successful Submission

The screenshot displays the Naviance web interface for a student named 'Twelve Hallenbeck12 Class of 2012'. The navigation bar includes links for home, students, courses, scholarships, colleges, connections, reports, and setup. A secondary navigation bar lists student roster, student search, parent roster, groups, add student, apps by student, apps by college, batch update, and transfer student. The main content area features a 'Submission Status' section with a table of application records.

Twelve Hallenbeck12 Class of 2012

General Courses Plan Scores Colleges eDocs Resume Scholarships Journal Documents Careers

[prepare forms](#) [send forms](#) [print forms](#) [submission status](#) [previous years](#) [view eDocs destinations](#) [pending requests](#)

Submission Status

Application	Form Type	Date Created	Author	Status	Date Submitted	Submitted By	ID	View
Naviance Univ	Written Evaluation	08/16/2011	edocs qa	Printed	08/16/2011	edocs qa	-	view
Naviance Univ	School Profile	08/16/2011	edocs qa	Printed	08/16/2011	edocs qa	-	view
Naviance Univ	Initial Transcript	08/16/2011	eDocs Printer	Printed	08/16/2011	edocs qa	-	view
NGU (not a real college)	Common App SR and Supporting Documents	09/27/2011	edocs qa	Failed	-	edocs qa	-	view
TestU (not a real college)	Common App SR and Supporting Documents	09/27/2011	edocs qa	Failed	-	edocs qa	-	view
NGU (not a real college)	Common App Teacher Eval. and Letter of Rec.	08/18/2011	edocs qa	Submitted	08/18/2011	edocs qa	-	view
TestU (not a real college)	Common App Teacher Eval. and Letter of Rec.	08/18/2011	edocs qa	Submitted	09/12/2011	edocs qa	-	view
NCAA	Initial Transcript	08/16/2011	eDocs Printer	Submitted	10/10/2011	edocs qa	R00AEEA	view

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