

To Order your College of Idaho Official Transcript:

1. Go to the follow webpage: getmytranscript.com (ctrl+click to open link)
2. Type “College of Idaho” (it will come up as College of Idaho, The) in the “Select the School” text entry box. Select the school, then click continue.


Order a Transcript

System Messages


Alert: Transcript Ordering Services will be unavailable from 12:00 AM ET Saturday, 7/22 to 12:00 ET PM Sunday, 7/23 for scheduled maintenance. We apologize for any inconvenience.

Select School

Enter the school you want to request your transcript from _____

Continue 

3. You will be brought to the College of Idaho landing page.

Transcript Ordering Center THE COLLEGE OF IDAHO  [Help](#)

System Messages

Alert: Transcript Ordering Services will be unavailable from 12:00 AM ET Saturday, 7/22 to 12:00 ET PM Sunday, 7/23 for scheduled maintenance. We apologize for any inconvenience.

School Notifications

Welcome to The College of Idaho online transcript ordering

NOTICE: The College of Idaho's Registrar's Office will be closed starting July 5th through July 19th for a campus closure and staff vacations.
Transcripts ordered between July 1st and July 9th will be processed on July 13th. Transcripts ordered after July 13th will be processed on July 19th. Please plan accordingly.

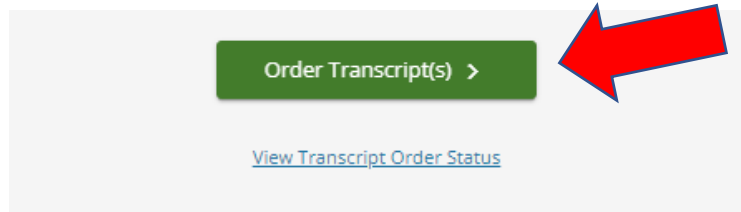
- Electronic PDF transcripts will be processed once a day.
- Paper transcripts will be processed every 7-10 business days. Please allow an additional week for them to be sent via US Postal Service.
- If your attendance to The College is prior to the year 1996, your transcript request will be processed once a week, regardless of chosen method of delivery. Please allow an additional week for paper transcript requests.

Transcript Selection Type:
When selecting a transcript type please refer to the following to ensure that the appropriate transcript is selected.

Complete/All: Any work completed at The College of Idaho

Graduate (GR): Refers to students who have completed a Master's program or 500 level work.

4. Scroll all the way down to the bottom and click on "Order Transcripts."



5. Follow the prompts to enter your personal information and answer the questions, then click the continue box. If you did not enter all of the required information, the continue button **will not** activate and turn green.

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name: Middle Name: Last Name:

Date of Birth: MM/DD/YYYY

Has your name changed since attending school? YES NO

Student Identification Information One of the following is required

Student ID: Dashes are not allowed

Confirm Student ID: Dashes are not allowed

OR

Social Security Number: XXX-XX-XXXX

Confirm Social Security Number: XXX-XX-XXXX

Are you currently enrolled at College of Idaho (The)? YES NO

Did you attend The College of Idaho prior to 1996? YES NO

Note: Electronic delivery is not available if you attended prior to the date above.

Year From: YYYY

Year To: YYYY

Cancel Order Continue >

If you attended BEFORE 1996, you may get an error that says you cannot be found in the system. **KEEP GOING!** Work through the error and continue to enter information until you complete your order.

6. Fill in your contact information, answer the questions and click continue:

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
2112 Cleveland Blvd
Street number and name or PO Box

Address 2
Building, campus box, floor, apt. suite (Optional)

City Caldwell State/Territory/APO Idaho

Zip/Postal Code 83605 Country United States

Email noemail@collegeofidaho.edu Confirm Email noemail@collegeofidaho.edu


Phone Number (208) 459-5400
(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in?
[Terms of Use](#) | [Privacy Policy](#)

YES NO

Allow the school to use this information to update their records? YES NO

Cancel Order Continue >



7. The Degree/Certificate screen is optional. You may fill in your information, or skip it by clicking on the continue button:

Enter Personal Information

Degree / Certificate Titles and Award Years (Optional)

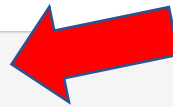
Degree / Certificate Title (Optional) Award Year YYYY (Optional)

Degree / Certificate Title (Optional) Award Year YYYY (Optional)

Degree / Certificate Title (Optional) Award Year YYYY (Optional)

Degree / Certificate Title (Optional) Award Year YYYY (Optional)

Cancel Order Continue >



8. Select the drop-down menu, and select what type of recipient your transcript will be going to, then click the continue button:

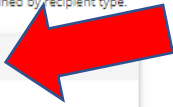
Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself



9. Type in the institution/organization you are sending your transcript to. If it is not listed, please select "Not In List," and type in the name of the institution.

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Country State/Territory/APO

Enter and select the school you are sending your transcript to

[Advanced keyword search to find school](#)

Enter School Name

Department Name

(Optional)



10. Use the drop-down menus to answer the questions under “processing details.” All fields are required to be filled in/answered, except for adding an attachment.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

What type of transcript do you want?

Why are you ordering your transcript?

Delivery Information

How do you want your transcript sent?

How many copies do you want?

School's Terms and Conditions:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

If you are a graduating senior and degrees have not yet posted, you may want to select to have the order processed after final grades and degrees have posted. Otherwise, you may have to submit a second order.

Upload Attachment (optional)

Do you want to send additional documents with?

Uploading an attachment is an option, but uncommon.

Fee Summary

Secure Electronic PDF Fee	\$1.75
Online Processing Fee	\$2.90
Total Fee for this Recipient	\$4.65



Click continue when finished with this screen.

11. Fill in the delivery information. The information on this screen may look different depending on your recipient. Click “Add to Cart.”

Provide Delivery Information

Send To: KRISTINA MCDANIEL


Send To Information All fields required, unless otherwise indicated

Send To Name _____

Enter the Email Address where you want the transcript delivered.

Send To Email Address: NOEMAIL@COLLEGEOFIDAHO.EDU Confirm Send To Email Address: NOEMAIL@COLLEGEOFIDAHO.EDU

< Previous Cancel Add to Cart >



12. If you need to add additional recipients, you may do so in this screen. Otherwise, review the information and click “checkout.”

Checkout

Pending Order Details

Add Recipient (+)


[Edit](#) [Remove](#)

Recipient:
Email: NOEMAIL@COLLEGEOFIDAHO.EDU

Total Fee for this Recipient:	\$4.65
Processing Option:	Current Transcript - Process As Is
Delivery Method:	Electronic ⓘ
Quantity:	1 copy
Secure Electronic PDF Fee:	\$1.75
Online Processing Fee:	\$2.90

Total Fee for Order: **\$4.65**

Cancel Order Checkout >



13. A consent form is required in order for your transcript order to be filled. The fastest method is the Electronic Consent form, where you use your finger or mouse to sign. Your signature may look messy but that is okay! If you need to try again, click “Clear signature.” Once you have signed, click “accept signature.”

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.


Requestor: -
Order Number: 69788675
Transcript Recipient(s)
:

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.


Need Help Signing? ⓘ

Sign Here



Signature Date:

By submitting this signature, I, _____, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand.







(If you choose to not sign electronically, you will need to download a copy of the consent form, print the form, fill it out and sign it, then either email to the Clearinghouse or mail via US Mail to the National Student Clearinghouse.)

14. Enter in your payment details to pay for the transcript ordering fee. Once you have completed all required fields, click “Submit Order.”

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name Card Number

Expiration Date CVV

Do you want to use your contact address as your billing address?

Address 1


Address 2

City State/Territory/APO

Zip/Postal Code Country

Selecting 'Submit Order' will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$4.65



Your transcript order is now complete, and should be filled within 7-10 business days.