

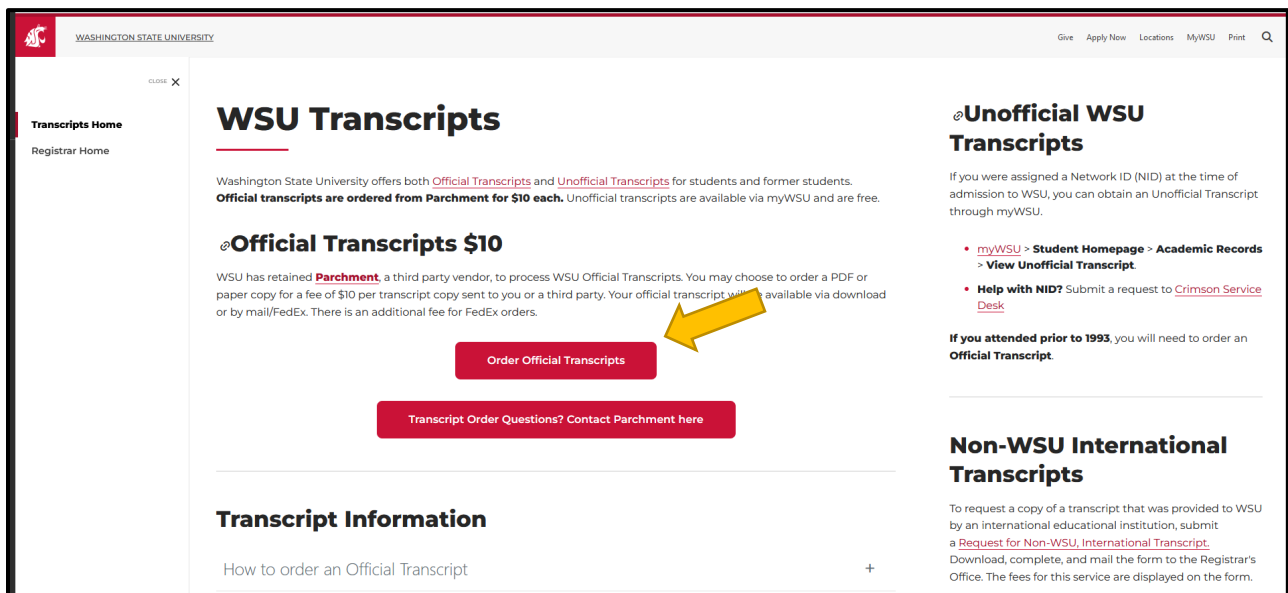
Transcript Ordering

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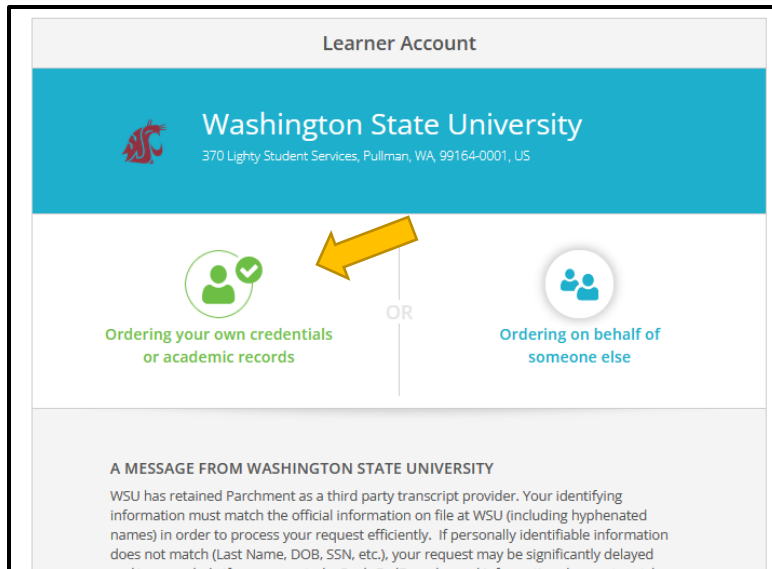
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Account Creation:

1. Go to the [WSU Transcript Ordering Portal](#)



2. Click “Order Official Transcripts”



3. Select “ordering your own credentials” and proceed to create an account

New Learner Account

Washington State University
370 Lighty Student Services, Pullman, WA, 99164-0001, US

Ordering your own credentials
or academic records

OR

Ordering on behalf of
someone else

ENTER YOUR PERSONAL INFORMATION

anjie_web@hotmail.com

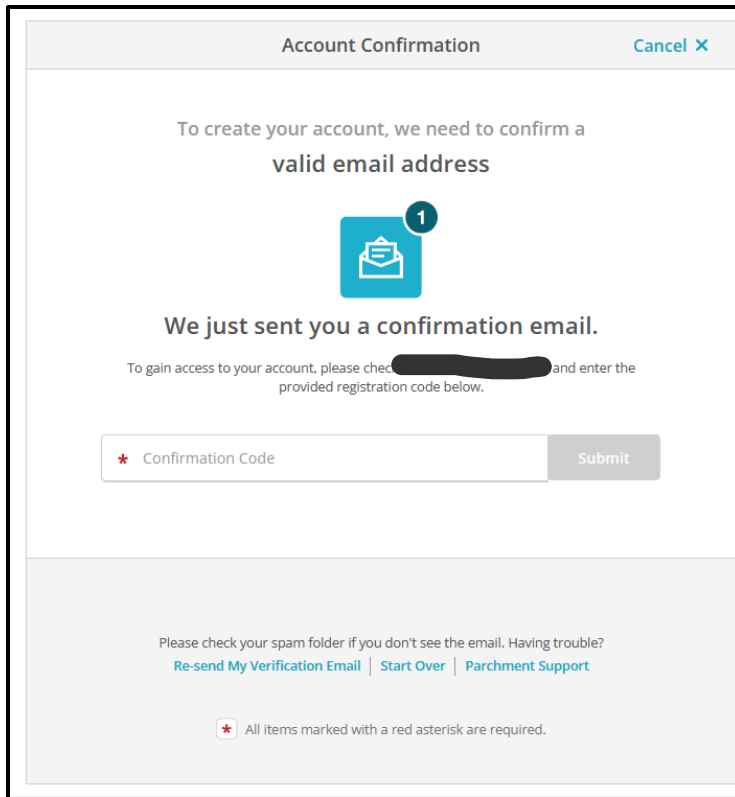
* First Name	Middle Name	* Last Name
* Month Of Birth	* Day Of Birth	* Year Of Birth
* Highest Level Of Education		

ENTER YOUR CONTACT INFORMATION

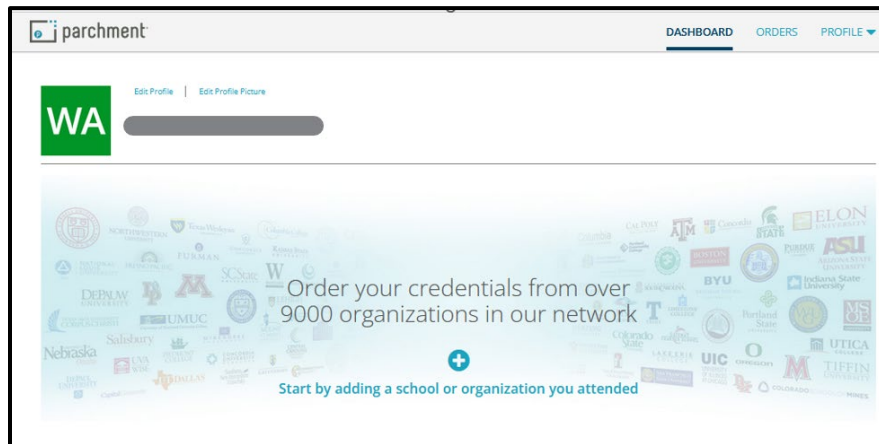
* Cell Phone

United States of America

4. Confirm your account



5. Click the plus sign to select “Start by adding a school or organization you attended”



6. Search for and select “Washington State University”

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Search


[Advanced Search](#) ▾

School/Organization	Location	Type	
Washington State University	Pullman, WA, US	College /Undergraduate	ADD
Washington-Liberty High School (Washington-Lee High School)	Arlington, VA, US	High School	ADD
Kennesaw State University	Kennesaw, GA, US	College /Undergraduate	ADD
Coppin State University	Baltimore, MD, US	College /Graduate	ADD
Coppin State University	Baltimore, MD, US	College /Undergraduate	ADD
Pennsylvania State University-Main Campus	University Park, PA, US	College /Undergraduate	ADD
Bridgewater State University	Bridgewater, MA, US	College /Graduate	ADD
Bridgewater State University	Bridgewater, MA, US	College /Undergraduate	ADD
Northeastern State University	Tahlequah, OK, US	College /Graduate	ADD


7. Confirm your enrollment information and WSU ID

Enrollment Information

CANCEL X

NAME [REDACTED] 
DOB [REDACTED]

Some additional information related to your enrollment is required below.



Washington State University
would like you to provide the following information:

* Are you currently enrolled?

* What was your first year of attendance?

Your Student ID Number

* Please verify your name while attending
 [REDACTED]
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

* All items marked with a red asterisk are required.

8. You will now be able to place orders for your WSU transcript

Place an Order:

1. Go to the [WSU Transcript Ordering Portal](#)
2. Click "Order Official Transcripts"

3. Sign-in to your account.
 - a. If you don't have an account yet then see the steps in "Create an Account" to set one up.
4. Under "Available Credentials" select "order" next to "transcript"

5. Next select delivery destination. You can search for options already in the system.
 - a. Popular destinations for upcoming PharmD graduates include:
 - i. National Association of Boards of Pharmacy: Searchable option, type "NABP" and select. It will default to sending electronically (via email). NABP requires all graduates to submit their transcripts.
 - ii. PhORCAS: Searchable option, type PhORCAS and select. It will default to sending electronically (via email). For those applying to Residency programs.
 - iii. Pharmacy Quality Assurance: Not a searchable option. If you are seeking pharmacist licensure in WA the WA Department of Health Pharmacy Quality Assurance requires a copy of your transcript. You'll instead select "I'm sending to myself or another individual." You'll manually input the information and select to send it electronically or via the mail. Use the information below:


Pharmacy Quality Assurance Commission Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

HSQAReview2@doh.wa.gov

Set Delivery Destination CANCEL X


Your order will be sent from Washington State University to the individual and/or organization at the destination below.


OR

I'm sending to myself or another individual 


Set Delivery Destination CANCEL X

Your order will be sent from Washington State University to the individual and/or organization at the destination below. Select a delivery method for your order

 **Electronic**
Delivered By Email

 **Print & Mailed**
Printed On Paper & Mailed

RECIPIENT INFORMATION



Tip: For any recipients you manually input you can select electronic or regular mail for delivery. Electronic delivery will always be fastest, however make sure the recipient allows for electronic email delivery. PQAC does accept transcripts via electronic delivery.

6. You'll reach a checkout page with the total cost and recipient information to review, electronically sign and acknowledge

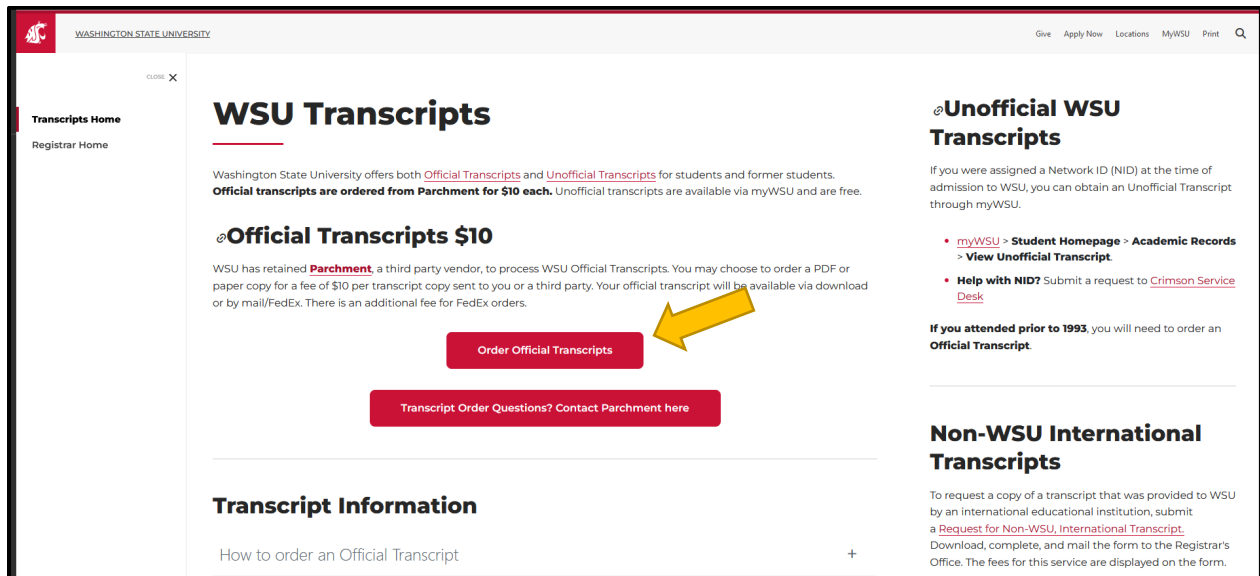
The screenshot displays the 'Item Details' page for a transcript. At the top, there are navigation options: '<BACK' on the left and 'CANCEL X' on the right. The main content area features a 'Transcript' icon with the word 'TRANSCRIPT' above it, and a 'For:' field with a redacted name. Below this, the sender information is listed as 'FROM Washington State University Pullman, WA' with a red cougar logo. The recipient information is 'TO National Association of Boards of Pharmacy' with a building icon. To the right, the delivery method is 'Electronic' with a small icon, and the 'Credential Fee' is '\$10.00'. The 'Item Total' is also '\$10.00'. At the bottom of the main content area, there is a section asking 'Would you like to add an attachment file? (optional)' with an information icon and an 'Add An Attachment' button. Below this is a signature area with the text 'Please review the information below pertaining to the type of consent that is required to complete this order.' and a 'Sign here with mouse or finger' prompt, accompanied by a 'Clear Signature' button.

Tip: For NABP it is not required, however it can be helpful to add an attachment that contains your NABP e-profile number.

7. Click "Continue"
8. Follow the prompt so submit payment and complete order

To place a new order or to track a prior order:

1. Go to the [WSU Transcript Ordering Portal](#)
2. Click “Order Official Transcripts”



3. Sign-in to your account
 - a. If you don't have an account yet then see the steps in “Create an Account” to set one up.
4. Under “orders” go to “Track Orders” to check the status

