 Transcript Ordering

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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

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”
7. Confirm your enrollment information and WSU ID
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 se 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:
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.

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 to 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 se the steps in “Create an Account” to set one up.
4. Under “orders” go to “Track Orders” to check the status