

CLEARINGHOUSE TRANSCRIPT ORDERING

Digital transcript and delivery mechanism

EMPOWER has created an interface with the National Student Clearinghouse Transcript Services, which is a digital transcript request and delivery mechanism. A basic outline of how this integration works is as follows:

- Students request a transcript through the Clearinghouse; a direct link can be created from EMPOWER
- The Clearinghouse sends EMPOWER a file of requests on a periodic basis (daily, weekly, etc.)
- You process the requests in EMPOWER, creating PDF files in response
- A nightly process can be scheduled to send the request file and PDF files back to the Clearinghouse
- The Clearinghouse handles tracking, notification, delivery, etc.

In order to use this new feature, your institution needs to be a participant of the Clearinghouse. There is no cost for participating in Transcript Services, however select options, such as electronic transcript delivery and digitally signed transcripts, have a minimal fee associated with them. You have the option of customizing and branding your transcript. In addition, you determine the amount of the transcript fee charged to the student and the Clearinghouse will collect and remit the fee to your school.

In addition to the transcript services integration, an enhancement has also been made giving users the ability to create a degree verification report that can be sent to the Clearinghouse to reflect your students' academic accomplishments to prospective employers.

Instructions for using the transcript services integration are available in EMPOWER Help.

