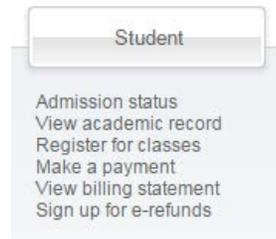


HOW TO PLACE A TRANSCRIPT ORDER GUIDE:

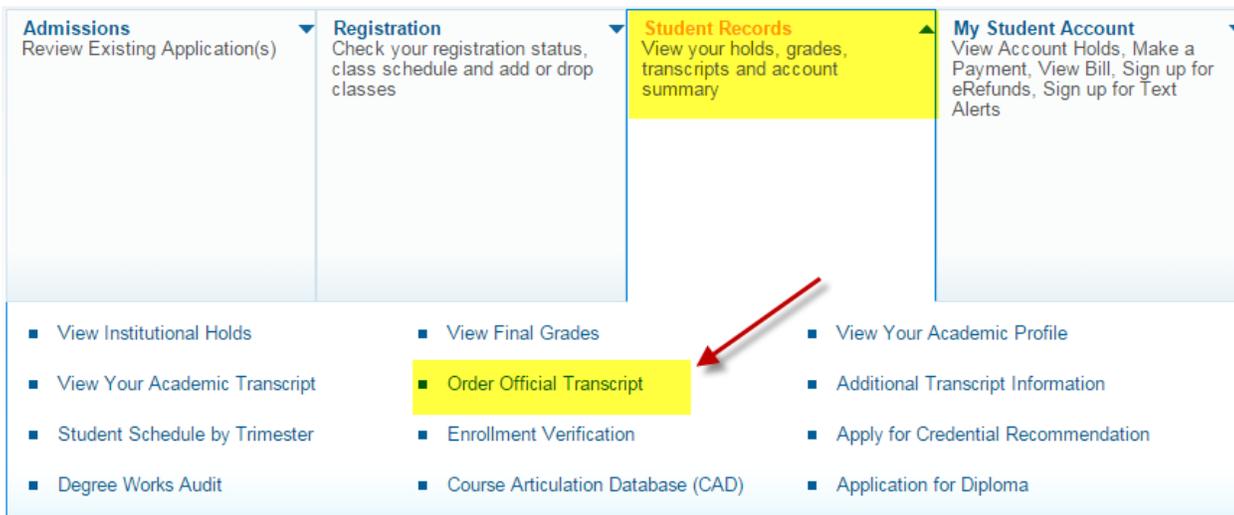
www.brandman.edu/transcripts

Step 1: students will need their **Brandman Username:** and **Password:**

Click on Student tab:

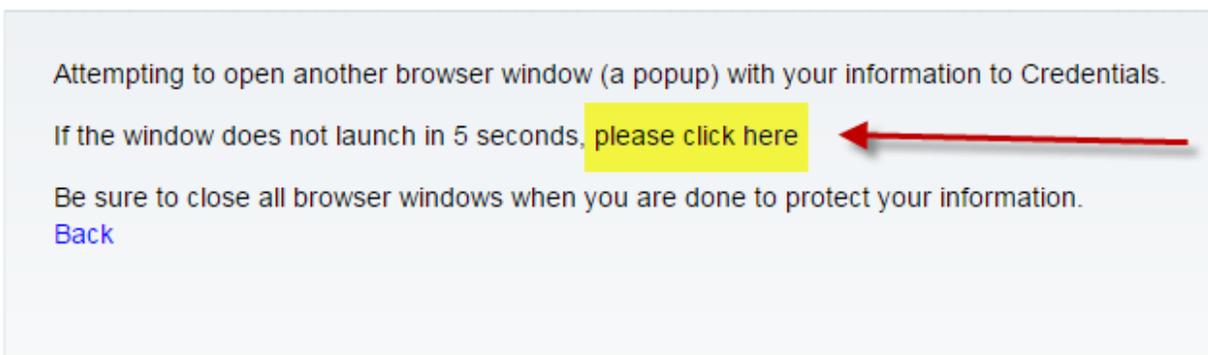


Click on **Student Records** and select **Order Official Transcripts:**



Once you click on **Order Official Transcripts**, then click on **please click here**. This will take you to the ordering system with our 3rd party processor Credentials Solutions

[Home](#) > [Student](#) > [Student Records](#) > [Order Official Transcript](#)



Step 2: Click **Begin Order**, by logging in with your Brandman Username and Password, this will authenticate who you are, and your information will populate after you click on "Begin Order."

Step 3: Click Begin Order

Transcript Ordering Services Brandman University

Do not use browser back or forward buttons
Your session will time out after **60 minutes** of no activity

[Begin Order](#)

▶ Pricing and Payment

▶ Authorization Info

▶ Ordering Overview

▶ Electronic Transcripts

▶ FAQs

Step 4: Student Info

[Student Info](#) | [Order Options](#) | [Recipient\(s\)](#) | [Summary](#) | [Payment](#)

Student Information

Please contact transcript department at 866-351-0008 or email transcripts@brandman.edu if you have questions. If your Student ID number starts with B00XXXXXX please enter either your Student ID or your SSN.

Information needed to locate your records

Student ID	<input type="text" value="B00XXXXXX"/>	↕	Either SSN or Student ID must be specified.
Social Sec #	<input type="text"/>		
Attended From Year	<input type="text" value="2009"/> *Required		
Attended To Year	<input type="text" value="2013"/> *Required		
Birth Date	<input type="text" value="01234567"/> *Required		

Enter names as they exist in the school records

*Either the SSN or the Banner ID needs to be inputted into the ordering form. If the student doesn't have an SSN in the Brandman system, the student needs to input their Banner ID number for the transcript system to recognize them.

Enter names as they exist in the school records

First Name *Required

Middle Name

Last Name *Required

Suffix Jr, Sr, etc.

Other Last Names

Enter your current address

Country

Current Address *Required

City *Required

State * Required Only for United States, Canada, Mexico, and Australia

ZIP Code

Please update school records to reflect this address

*If the student wants to update their address in their record, they need to check this optional box at the bottom of the address section.

Communication Information

Email Information - Required to send order receipt and status updates

Email Address *Required

Verify Email *Required

To avoid problems, please be sure that mysupport@credentialssolutions.com is in your address book.

Telephone Information

Telephone Country

Telephone # *Required

U.S. numbers must be entered as: NNN-NNN-NNNN
Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No.

Verify Cell Phone No.

U.S. Phones Only - Enter as NNN-NNN-NNNN

Cell Phone Co.

*Advise the student to add this email address to their address book to avoid their transcript order or any confirmation emails from ending up in their spam folder.

*All phone numbers entered, must be entered as 012-345-6789. If a home phone is not available, they must enter the phone number as N/A. They cannot leave this box empty, as it is a required field.

*Then Click "Next."

Step 5: Order Options



Please choose a service for this order

- Official Transcript - Deliver to Recipient
\$5.00 per copy.
Processed within 1 business day provided the order has been authorized.

Tell us when to release your transcript(s)

- Send Now (Include courses in progress)
Send after my grades are posted.
(Most recent term)
- Summer Session I
Term started April 30th, 2018 - Ended June 24th 2018.
- Summer Session I
- CBE Transcript Request**
 - CBE Students
- Extended Education Transcript Request**
 - Extended Education Students

Other information required by Brandman University

Primary Reason for Ordering *Required

Previous

Next



*If the student would like to send immediately, or hold it for another reason, they have the option to indicate it here. There is also a place for them to indicate if they are an Extended Education student. It will also ask them to indicate why they are ordering these transcripts.

After this is done, click "Next."

Step 6: Recipient(s)



A valid mailing address must be provided for all transcript requests from Brandman University; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

Please choose a type of recipient

- Search our Recipient Table
Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.
- Myself
- Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.
- Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- Enter Recipient Manually

Previous

*This page will ask whom you would like to send transcripts to. Once they a recipient is indicated, there will be further directions to follow.

For Example Click "Myself" a next button will pop up to choose PDF or paper option.

*This page indicates if the student wants to send their transcript electronically (PDF) or by mail.

Student Info **Order Options** **Recipient(s)** Summary Payment

A valid mailing address must be provided for all transcript requests from Brandman University; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

Please choose a type of recipient

Search our Recipient Table
Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.

Myself

PDF

Paper \$2.30 Additional Per Transcript

Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.

Enter Recipient Manually

Electronically (PDF)

Student Info **Order Options** **Recipient(s)** Summary Payment

Please enter or verify/correct the information shown below.

Transcript Recipient 1

Send PDF Transcript to Myself

PDF transcripts viewed electronically are recognized as official documents. A printed copy of a PDF Transcript will be considered **"unofficial"** and will display the words **"PRINTED COPY"** on all pages of the PDF.

Disclaimer: We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download.

You assume all responsibility for:

1. Ensuring that the recipient is willing to accept this transcript in a PDF format.
2. Providing the correct email address for the recipient
3. Ensuring that this PDF transcript is downloaded within 30 days (No refund will be given)
4. Delays on the part of the recipient in fulfilling his/her responsibilities

Recipient Email

Verify Recipient Email

Copy/Paste Is Not Allowed

Cancel This Recipient

Next

*Click Printed Transcript Mailed to Recipient.

Student Info Order Options Recipient(s) Summary Payment

Please enter or verify/correct the information shown below.

Transcript Recipient 1

Recipient Address

Country: UNITED STATES [Change Country](#)

Attention/Department: Brandman Sample Student *Required

Address 1: 16355 Laguna Canyon Road *Required

Address 2: 3rd floor

City: Irvine *Required

State: CA *Required Only for United States, Canada, Mexico, and Australia

ZIP Code: 92618 [City/State/Zip Help](#)

Telephone #: 9493419800 *Required
Enter N/A if not known [Telephone Help](#)

[Cancel This Recipient](#) [Next](#)

*Then it will ask how many transcripts they would like to order and if they want to send it by 1st class mail or Federal Express (For time-sensitive orders). The type of shipping will need to be selected

Student Info Order Options Recipient(s) Summary Payment

Please choose a method for delivery of your transcript for Recipient 1

Printed Transcript Mailed to Recipient

Transcripts to this address
1 Transcript ▼

Shipping and Handling: 1st Class Mail
\$2.30 per transcript

Domestic Federal Express to main 48 states
\$20.00 for each destination, \$2.30 per transcript
Orders completed by 1:00 PM PST are shipped SAME day; after 1:00 PM PST, shipped next business day.

Attention: All Federal Express orders require a signature at the time of delivery. Brandman University does not offer Federal Express Saturday, Sunday, or Holiday delivery. Federal Express fees will not be refunded due to lack of signature delivery.

[Cancel This Recipient](#) [Next](#)

*This is just a review of how they want it sent, who they want it sent to and how many they want to be sent to that recipient. Once they have reviewed their information, they must click Continue to Order Summary.

Student Info → Order Options → Recipient(s) → Summary → Payment

Your Recipients

	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	Printed Shipping and Handling: 1st Class Mail	BRANDMAN SAMPLE STUDENT 16355 LAGUNA CANYON ROAD 3RD FLOOR IRVINE CA 92618	<input type="button" value="Remove"/> <input type="button" value="Update"/>

Enter additional recipients (maximum of 5 allowed on this order)

*Once they have reviewed their order summary and put in their payment information, the last thing they must do is check the box on the bottom as follows:

Step 7: Summary

Basic Order Information

Service Type: Official Transcript - Deliver to Recipient

When to Send Transcript: Send Now (Include courses in progress)

Primary Reason for Ordering: For Myself

Your Recipient(s)

	Quantity	Delivery Method	Recipient
Recipient 1	1 Transcript	Printed Shipping and Handling: 1st Class Mail	BRANDMAN SAMPLE STUDENT 16355 LAGUNA CANYON ROAD 3RD FLOOR IRVINE CA 92618

Summary of Charges for Your Order

School Transcript Charges:	\$5.00
Shipping Charges:	\$2.30
Handling Charges:	\$2.55
Total Charge for This Transcript Order:	\$9.85

*Next screen is where you will enter your credit card information and be sure to click on the box, then click submit my order button.

Step 8: Payment

You are about to authorize a payment to **Credentials Inc.** acting as agent for **Brandman University** in this transaction for **\$ 9.85**. Please note that our merchant name associated with this charge on your statement will be: **COLLEGE TRANSCRIPT.**

I have read and agree to the terms in the [Credentials Transaction Agreement](#)

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Submit My Order

*They must do this to authorize the payment. After that, all that is left to do is click Submit My Order. Once they do this, a confirmation page will populate and an order number. They need to make sure that they save this order number if they need to call with any questions or to check the status on their order. An email confirmation will be sent to the email address indicated on the order.

Any questions, please contact the Transcript department.

Transcript Department
866-351-0008
transcripts@brandman.edu