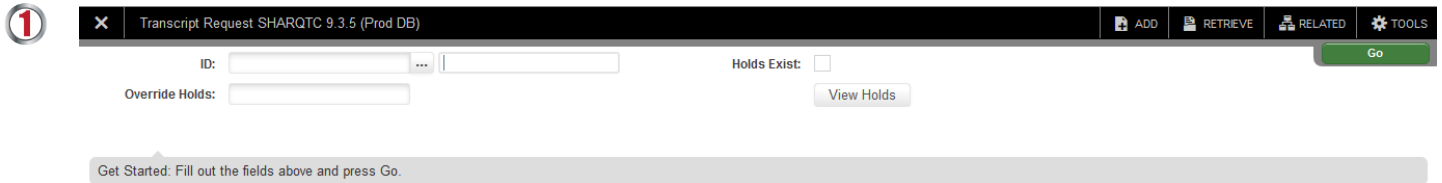


Individual Unofficial Transcripts – Ordering & Printing (Using SHARQTC and SHRTRTC)





Transcript Request SHARQTC 9.3.5 (Prod DB)

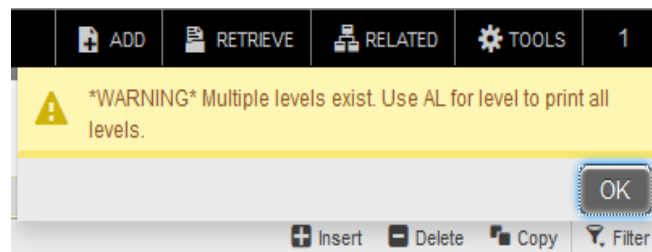
ID: ... Holds Exist:

Override Holds: View Holds

Go

Get Started: Fill out the fields above and press Go.

1. Use the home search bar and enter **SHARQTC** then **Go** to enter the transcript ordering screen.
2. Enter the **Banner ID** of the person for whom the transcript is being requested.
 **If you don't know the ID:** Tab directly out of the ID field and a blank Name field will appear. Type the **student's name** (last name, first name) and then hit **Enter**. Double-check to make sure you have the correct student. (Reference above image)
3. Click **GO** or the **Next Section** icon located in the bottom left of your screen. You may also use **ALT + PAGE DOWN**
4. If the student has a financial hold listed in the **"Override Holds"** block, the cursor will be blinking in the hold area. A **"Y"** must be entered to continue with your request.
 **Transcripts are processed by level in Banner. The warning shown appears if a student has more than one level (graduate and undergraduate, for example). Click the **OK** button.**



Transcript Request SHARQTC 9.3.10 (Prod DB)

ID: _____ Holds Exist: Override Holds: _____ Start Over

Transcript Request | Issue Information | Current Student Status

TRANSCRIPT REQUEST

Request Number: _____

Level: **UG** Undergraduate

Request Date: 08/02/2018

Transcript Type: **COMM** Communications Media

Number of Copies: 1

Billing Term: 201810 Summer 2018

Student Information: 201240 Fall 2012

Receipt Number: _____

In-Progress Cutoff Term: 201810 Summer 2018

Transcript Sent Date: _____

Transcript Print Date: _____

Hold Processing: Hold for Grades Hold for Degrees

Electronic Transcript Status: Run Date: _____ Status: _____ Status Date: _____

Self-Service Request Details: Self Service Option: _____ Payment Option: _____

2 of 10 | 1 Per Page | Record 2 of 10

5. *If this is the first transcript requested, the cursor will blink in the “Level” field. If transcripts were requested previously, the form will be populated with information from the last transcript requested (as pictured above). Click **INSERT** (highlighted in green) to begin a new request.*
6. Enter **UG** for undergraduate transcripts or **GR** for graduate transcripts.
7. **Transcript Type (required):** Enter **ONLY** the type code for your department/office. See the list at the end of this document. **Do not click on the down arrow or drop-down menu.** The drop-down list is no longer available.
8. **Copies:** Defaults to “1.” Enter number if more than one.
9. Click the “**Issue Information**” tab located next to the “**Transcript Request**” Tab

10. **Forward to Internal College (optional)**: The table behind this field is a list of IUP College names. By clicking on the down arrow, it brings up the table below and a college may be selected. This will print the name of the College in the “**Issued to**” field on the request form and the transcript.
11. If the “**Forward to Internal College**” field above is **not** selected, type free text or direct entry in the “**Issued**” field. No address is required.
12. Click **SAVE** (on the bottom right of the toolbar). *You must save on the Issue information page.* The name of the transcript requestor will appear in the “**User ID**” field in the bottom left of the form.
13. After saving, a notification window appears on top of the **START OVER** button. Clicking the **1** box in the upper right of the black tool bar will reveal the **START OVER** again.
14. Click the “**Start Over**” icon (F5) to go back to the ID Block and enter the next request.
15. Repeat the process.

Transcript Request SHARQTC 9.3.10 (Prod DB)

ID: _____ Holds Exist: Override Holds:

Transcript Request **Issue Information** Current Student Status

TRANSCRIPT DESTINATION

External Institution Code: _____

Output Type: _____

Student Address Type: _____

Street Line 1: _____

Street Line 2: _____

Street Line 3: _____

Phone code: _____

Phone number: _____

Forward to Internal College: GR

Issued To: Graduate School and Research

City: _____

State or Province: _____

ZIP or Postal Code: _____

Nation: _____

Extension: _____

International Access: _____

NAME HIERARCHY


Sequence Number	Source	Source Description	Name Type	Name Type Description	Degree Sequence Number
1	GR	Graduate School and Research			

College Validation (STV COLL)

Criteria:

Code	Description	VR Msg	Sys Req	Activity Date
BU	Eberly College of Business			03/03/1999
CE	Office of Extended Studies			10/05/2016
ED	College of Educ & Communicatns			05/15/2017
FA	College of Fine Arts			01/21/1999
FD	Finance Division			03/19/1999
GR	Graduate School and Research			01/27/1999
HH	College of Health and Hum Serv			01/27/1999
HS	College of Humanities/Soc Sci			04/12/1999
IA	Institutional Advancement Div			03/19/1999
IA	College of Nat Sci and Math			01/21/1999

Cancel OK

 This box will appear after clicking the drop down on “**Forward to Internal College**” field.

2 Printing Transcripts

Process Submission Controls GJAPCTL 9.3.10 (Prod DB) ADD RETRIEVE RELATED TOOLS

Process: SHRTRTC Parameter Set:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

1. After all internal transcripts are entered, exit **SHARQTC**. Open **SHRTRTC**.
2. This screen will direct you to **GJAPCTL**, which will process your print job. Click **NEXT BLOCK**.
3. Enter **WEB** for Printer. (Reference image below) The **SUBMIT TIME** field is optional. Leaving this field blank will print transcripts immediately. The format for entering a future time is 00:00 (military time). For example: 23:00, transcripts will print at 11:00 PM.
4. **NEXT BLOCK** to go to the Parameter Values section of the form.

! If you leave Parameter Value 03 at %, you will (unfortunately) print everyone's transcript that has been requested across campus. The other default values do not have to be changed.

You must change the Parameter Value for 03 Transcript Type and 15 Sort Order. Tab over to the value column to make changes for parameter 03 and 15. The Transcript type must match the type you entered during the "Ordering Transcripts" step. When you change parameter 15, there will be five options listed. Enter the number that you need.

Process Submission Controls GJAPCTL 9.3.10 (Prod DB) ADD RETRIEVE RELATED TOOLS

Process: SHRTRTC Academic Transcript Parameter Set: Start Over

PRINTER CONTROL

Printer: WEB Submit Time: PDF Font Size:

Special Print: TRANWEB MIME Type: None Delete After Days:

Lines: 64 PDF Font: Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Transcript Population File	N
02	ID and Seq as XXXXXXXXXXXX000	%
03	Transcript Type	%
04	Transcript Printer	%
05	Address Selection Date	07/23/2018
06	Address Priority and Type	1MA
07	Official Transcript Request	N
08	Campus Selection Indicator	N
09	Campus Selected	N
10	Control Report	N
11	Page Alignment	N
12	Run in sleep/wake mode (Y/N)	N
13	Sleep Interval	60
14	Substitute In Progress Title	
15	Sort Order	5
16	Process reqts awaiting grades?	N
17	Process reqts awaiting degrees	N
18	Web Self Service Options	
19	Web Payment Options	
20	Print Expanded Hours Formats	N
21	Print Expanded issued To	30
22	Print Expanded Address	30
23	Print Formatted Current Name	

Record 3 of 23

LENGTH: 4 TYPE: Character O/R: Required M/S: Multiple
Select by: Transcript type (TPRT)

SUBMISSION


Save Parameter Set as

Name: Description:

Hold / Submit Hold • Submit

Customize these fields
i.e. Transcript Type: COMM
Address Selection Date: Today's Date

5. **NEXT BLOCK** to Submission Block

 Only for the first time you run this process, you will need to **check SAVE PARAMETERS** and **SUBMIT**. These values will automatically populate the next time you run this process.

6. **SAVE.**

7. Transcripts will now “print” to your email where you can then actually print from the web-print file.

SEE BELOW FOR PARAMETER VALUES:

Number	Parameters	Values
01	Transcript Population File	N
02	ID and Sequence as XXXXXXXXX00	%
03	Transcript Type*	(enter type code here)
04	Transcript Printer	%
05	Address Selection Date	(enter today’s date)
06	Address Priority and Type	1MA
07	Official Transcript Request	N
08	Campus Selection Indicator	N
09	Campus Selected	(nothing required)
10	Control Report	N
11	Page Alignment	N
12	Run in sleep/wake mode (Y/N)	N
13	Sleep interval	60
14	Substitute in Progress Title	(nothing required)
15	Sort Order*	5
16	Process rqsts awaiting grades?	N
17	Process rqsts awaiting degrees	N
18	Web Self Service Options	(nothing required)
19	Web Payment Options	(nothing required)
20	Print Expanded Hours Formats	N
21	Print Expanded Issued To	30
22	Print Expanded Address	30
23	Print Formatted Current Name	(nothing required)

***These are not default values.**

They must be entered.



PLEASE READ:

*Printing of internal transcripts is for **advising and internal academic purposes only**. In compliance with the Family Educational Rights and Privacy Act (FERPA), transcript information may not be released to a third party by a department; to do so would violate this Federal law and may lead to the loss of Federal funding (including financial aid) to the University. Only the Registrar’s Office may do so after having received the student’s written permission. For questions regarding FERPA, please contact The Office of the Registrar at 724-357-2217.*

*Additionally, if a student has a financial hold, it is the University’s policy to withhold grades, transcripts, diplomas and registration. This transcript may not be used to circumvent that procedure. Students with holds may **not** have access to a printed transcript of any type.*

Thank you for helping us comply with these two important IUP policies!