

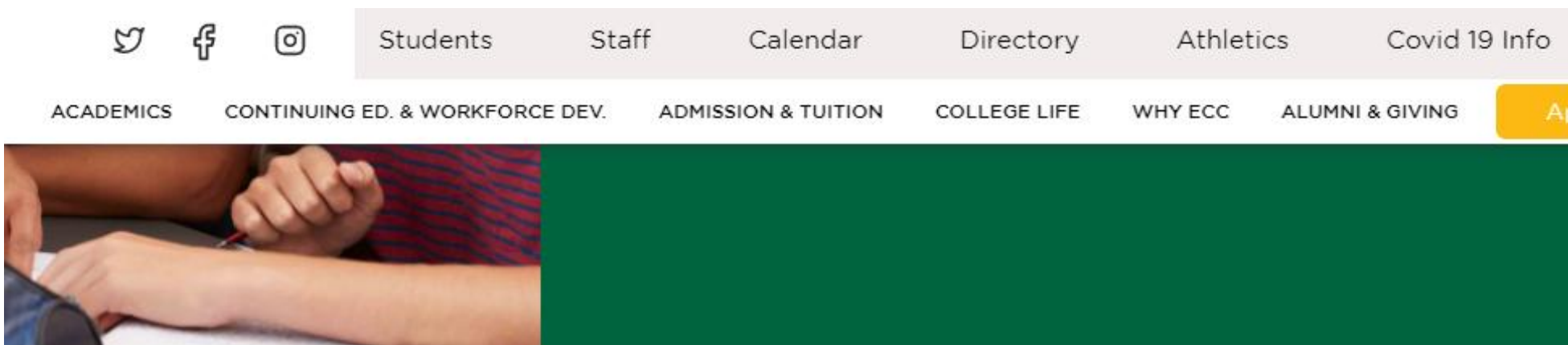
**Essex County College**  
**Summer Session**  
**加印成绩单说明**

# 加印成绩单说明

- ECC Summer Session 结课后，Essex County College会给每一位学生免费寄送一份官方成绩单到学生个人或就读院校。若学生需要加印更多的官方成绩单，可以通过**National Student Clearinghouse**申请加印**电子版成绩单**或者通过**Student & Financial Aid**申请加印**纸质版成绩单**。
- 电子版或者纸质版加印成绩单，每份均将收取加印费10美元（\$10）。

# 一、电子版成绩单加印操作步骤

1. 打开网址 <https://www.essex.edu/ecc-transcripts/>



Step 1: 点击“to request an online Transcript”

HOLDS must be cleared to access an unofficial copy or request an official copy of transcript.

## ONLINE

Transcripts may be requested online through the **National Student Clearinghouse** or in person. The transcript fee is \$10

Click here [to request an online Transcript](#)

Payment: Credit or Debit Card Information (American Express, Visa, Master Card or Discover)

# 一、电子版成绩单加印操作步骤

## 2. 进入National Student Clearinghouse Transcript Services界面

tsorder.studentclearinghouse.org/school/welcome

School Notifications

Essex County College is excited to partner with the National Student Clearinghouse to assist with the processing of your official transcript requests. This partnership allows us to offer the delivery of your method electronically and via mail. You will receive notification at each step of the transcript request process.

**Electronic Processing:**

You have the option of receiving your transcript electronically or having it sent electronically (ETX) to other participating institutions.

- Electronic transcripts are sent within 24 hours to the recipient's email address you indicate.
- It is \$10 for each transcript requested. There is a \$2.50 charge for the electronic delivery of your Transcript to each recipient's email address.
- Please be sure that the recipient of the transcript will accept the electronically delivered official transcript
- You may submit up to three (3) supporting documents to attach to your official transcript. **DO NOT submit personal documents (resumes, diploma copies, certificates, etc.)** You will be presented the option of uploading documents when requesting your transcript.

Processing Your Order:

- Editing Mailing/ E-mail address: Once an order has been placed, you will not be allowed to change the recipient's email address. You must place a new order with the correct address
- Cancelling: due to our automated ordering process, once an order is received it cannot be cancelled
- Refunds: Refunds are not permitted. Please ensure the accuracy of your request.
- Holds: Holds must be cleared before transcripts can be processed. Please be sure to clear your holds before requesting a transcript. Your request will not be processed if a hold is on your student record.

Hours of Operation/Location:

Enrollment Services is located on the 4<sup>th</sup> Floor

Office Hours: Monday-Thursday 9:00 am – 4:30 pm, Friday 9:00 am to 3:00 pm

Email: [esx@essex.edu](mailto:esx@essex.edu) or phone: 973.877.3100

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

**ORDER TRANSCRIPT(S) >**

Step 1: 点击“ORDER TRANSCRIPT(S)”

# 一、电子版成绩单加印操作步骤

## 3. 进入Enter Personal Information 界面

① Enter Personal Information ———— ② Select Transcript and Delivery Details ———— ③ Confirm Order and Checkout

### Enter Personal Information

**Personal Information** All fields required, unless otherwise indicated **1**

First Name: Ming  
Middle Name: (Optional)  
Last Name: Li  
Date of Birth: 11/11/2001 (MM/DD/YYYY)  
Has your name changed since attending school? YES NO

**Student Identification Information** One of the following is required **2**

Student ID: 123456 (Dashes are not allowed)  
Confirm Student ID: 123456 (Dashes are not allowed)  
OR  
Social Security Number: XXX-XX-XXXX  
Confirm Social Security Number: XXX-XX-XXXX

Are you currently enrolled at Essex County College? YES NO **3**

Year From: 2019 (YYYY)  
Year To: 2019 (YYYY)

CANCEL ORDER CONTINUE > **4**

**Step 1: 输入个人信息；**

**Step 2: 输入ECC的Student ID（如忘记，请联系JNC课程顾问）**

**Step 3: 选“NO”，然后在出现的年份栏输入就读年份2019-2019；**

**Step 4: 确认信息无误后，点击“CONTINUE”**

# 一、电子版成绩单加印操作步骤

## 4. 进入Enter Personal Information 界面里的个人联系信息页面

1 Enter Personal Information ———— 2 Select Transcript and Delivery Details ———— 3 Confirm Order and Checkout

### Enter Personal Information

Contact Information All fields required, unless otherwise indicated 1

Address 1  
123street  
Street number and name or PO Box

Address 2  
Building, campus box, floor, apt, suite (Optional)

City MIAMI State/Territory/APO Florida

Zip/Postal Code 12345 Country United States

Email 123@GMAIL.COM Confirm Email 123@GMAIL.COM

Phone Number  
(510) 111-1111  
(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

YES NO 2

CANCEL ORDER CONTINUE > 3

**Step 1:** 输入个人通讯地址、邮箱、电话号码等；

**Step 2:** 如果是美国/加拿大地址，可根据个人需求选择是否需要短信提醒成绩单申请进度；非美国/加拿大地址无此选项。

**Step 3:** 确认信息无误后，点击“CONTINUE”

# 一、电子版成绩单加印操作步骤

## 5. 进入Select Transcript and Delivery Details界面

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ▼ 1

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?  
College or University ▼

Country: United States ▼ State/Territory/APO: Alabama ▼

Enter and select the school you are sending your transcript to  
Alabama A&M University ▼ 2

[Advanced keyword search to find school](#)

Department  
Human Resource Office ▼

CANCEL ORDER CONTINUE > 3

**Step 1:** 选择接收电子版成绩单的对象（学校、教育机构、公司、本人）；

**Step 2:** 以选择学校为例，下方会弹出学校所在国家、州、学校名，电子版成绩单收件部门，需根据实际情况填写完整；

**Step 2:** 确认信息无误后，点击“CONTINUE”

# 一、电子版成绩单加印操作步骤

## 6.1 进入Select Transcript and Delivery Details的详情界面

① Enter Personal Information ———— ② Select Transcript and Delivery Details ———— ③ Confirm Order and Checkout

### Select Transcript and Delivery Details

Recipient: ALABAMA A&M UNIVERSITY

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?  
Current Transcript - Process As Is 1

**NOTE:** This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Why are you ordering your transcript?  
Transfer 2

Delivery Information

How do you want your transcript sent?  
Electronic

How many copies do you want?  
1 copy = \$7.50

School's Terms and Conditions:  
Transcript will be sent by Electronic Exchange (ETX).

I have read and accept my school's terms and conditions for the delivery method of Electronic? Acceptance to the Terms and Conditions is required.

YES  3

**Step 1: 选择Current Transcript-Process As Is;**

**Step 2: 选择申请电子版成绩单的理由;**

**Step 3: 确认Delivery Information信息无误后, 点击“Yes”**



# 一、电子版成绩单加印操作步骤

## 6.2 继续在Select Transcript and Delivery Details的详情界面

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE + i

Fee Summary

Transcript Quantity Fee	\$7.50
Online Processing Fee	\$2.50
Total Fee for this Recipient	\$10.00

< PREVIOUS    CANCEL ORDER    CONTINUE >

**Step 1:** 根据实际需求，选择上传需要与电子版成绩单一起寄送的其他附加文件（点击“i”了解详情，另外，请勿上传学位证书、简历等个人文件），无特殊需求，可不用上传；

**Step 2:** 确认信息无误后，点击“CONTINUE”

# 一、电子版成绩单加印操作步骤

## 7.1 进入Checkout界面

1 Enter Personal Information ——— 2 Select Transcript and Delivery Details ——— 3 Confirm Order and Checkout

### Checkout

Pending Order Details

ADD RECIPIENT +

[Edit](#) [Remove](#)

**Recipient:** ALABAMA A&M UNIVERSITY  
**Attention:** Human Resource Office

<b>Total Fee for this Recipient:</b>	\$10.00
<b>Processing Option:</b>	Current Transcript - Process As Is
<b>Delivery Method:</b>	Electronic ⓘ
<b>Quantity:</b>	1 copy
<b>Transcript Quantity Fee:</b>	\$7.50
<b>Online Processing Fee:</b>	\$2.50

Total Fee for Order: \$10.00

CANCEL ORDER **CHECKOUT >** 1

Step 1: 确认信息无误后，点击“Checkout”

# 一、电子版成绩单加印操作步骤

## 7.2 继续在Checkout的详情界面

Checkout

Sign Consent Form All fields required, unless otherwise indicated **1**

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor: MING LI  
Order Number: 64248540  
Transcript Recipient(s)  
ALABAMA A&M UNIVERSITY

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

**2**

Signature Date: 11/14/2022 10:19 AM

By submitting this signature, I, MING LI, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

CLEAR SIGNATURE ACCEPT SIGNATURE **3**

CANCEL ORDER CONTINUE > **4**

**Step 1:** 检查“Sign Consent Form”下面的信息是否无误；

**Step 2:** 在“Electronic Consent Form”下的方框内签名；

**Step 3:** 完成签名后点击“ACCEPT SIGNATURE”提交签名；

**Step 4:** 无误后点击“CONTINUE”

# 一、电子版成绩单加印操作步骤

## 7.3 进入Checkout的付款界面

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Card Holder Name Full Name \_\_\_\_\_ Card Number \*\*\*\*\* \_\_\_\_\_

Exp Date MM / YY \_\_\_\_\_ CVV \*\*\* \_\_\_\_\_

Do you want to use your contact address as your billing address? YES NO

Address 1 \_\_\_\_\_  
Street number and name or PO Box

Address 2 \_\_\_\_\_  
Building, campus box, floor, apt, suite (Optional)

City \_\_\_\_\_ State/Territory/APO \_\_\_\_\_

Country \_\_\_\_\_  
United States

Zip/Postal Code \_\_\_\_\_

Selecting 'Submit Order' will transmit your payment information to [First Data Corp](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$10.00

CANCEL ORDER SUBMIT ORDER >

Step 1: 填写信用卡信息；

Step 2: 确认无误后点击  
“SUBMIT ORDER”提交订单并  
完成支付

## 二、纸质版成绩单加印操作步骤

1. 打开网址 <https://webservice1.essex.edu/>



### WEB SERVICES PORTAL

Here Students and Employees can:

Enter Secure Area

MINIMUM BROWSER REQUIREMENTS (FOR CREDIT CARDS PAYMENT)

- Apply for Admission
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Bookstore

RELEASE: 8.9.1

©Power by IT.




Step 1: 点击“Enter Secure Area”

## 二、纸质版成绩单加印操作步骤

### 2. 进入User Login界面



#### User Login

 Please enter your user Identification Number (ECC Student or Employee ID Number) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please **EXIT** and close your **BROWSER** to protect your privacy.

User ID:

PIN:

RELEASE: 8.9.1

©Power by IT.

**Step 1:** 输入ECC的学生ID以及密码（如忘记学生ID或密码，请联系JNC课程顾问）；  
**Step 2:** 点击“login”

## 二、纸质版成绩单加印操作步骤

### 3. 进入Student & Financial Aid界面



Personal Information **Student Services & Financial Aid**

Search

### Student & Financial Aid

#### [Registration](#)

[Check your registration status](#), [Add or Drop classes](#), [Display your class schedule](#), or [Withdraw classes](#).

#### [Student Records](#)

[View your holds](#); [Display your grades and transcripts](#); [Review charges and payments](#).

#### [Financial Aid](#)

[Apply for Financial Aid](#); [Review the status of your financial aid applications](#); [Check status of document requirements](#); [Review loans](#).

#### [MINIMUM BROWSER REQUIREMENTS \(FOR CREDIT CARDS PAYMENT\)](#)

#### [Credit Card Payment](#)

[Full Payment by Visa, MasterCard or Discover Credit or Debit Card](#)

#### [Monthly Payment Plan](#)

[Partial Payment by Visa, MasterCard or Discover Credit or Debit Card](#)

**Step 1: 点击“Student Record”**

## 二、纸质版成绩单加印操作步骤

### 4. 进入Student Record界面



Personal Information **Student Services & Financial Aid**

Search

#### Student Record

[View Student Information](#)

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Request Printed Transcript](#)

[View Status of Transcript Requests](#)

[Account Summary by Term](#)

[Account Summary](#)

[Select Tax Year](#)

[Tax Notification](#)

[Important Message about 1098T Tax Form, click here.](#)

[Degree Evaluation](#)

[\(Click here, For Degree Evaluation Guide \) ; \(Click here, For Degree Evaluation FAQ\)](#)

[Course Catalog](#)

[Class Schedule](#)

**Step 1: 点击“Request Printed Transcript”**



## 二、纸质版成绩单加印操作步骤


5. 进入Select a mailing address-1界面，开始选择需要寄送到的学校地址



Personal Information **Student Services & Financial Aid**

Search

Select a mailing address

 This is where your institution can place customized text that will help the learner enter the appropriate data for each required field.

External College Code:  [Look Up College Code](#)

One of Your Addresses:

Internal College:

Issue to:

**Step 1:** 点击第一行的“Look Up College Code”，选择学校代码；

**Step 2:** 点击“Continue”

## 二、纸质版成绩单加印操作步骤

6. 进入Select a mailing address-2界面，选择需要寄送到学校所在州



Search

Select a mailing address

---

College Lookup Page

Select a State or Province:

Select... ▼

OR

No countries available

[Return to College page](#)

[Return to main menu](#)

**Step 1:** 点击“Select”，选择需要寄送到学校所在州；

**Step 2:** 点击“List Cities in Selected State, ...”，跳转至下一页

## 二、纸质版成绩单加印操作步骤

7. 进入Select a mailing address-3界面，选择需要寄送到的学校所在城市



Search

Select a mailing address

College Lookup Page

Select College City:

[Return to College page](#)

[Return to main menu](#)

**Step 1:** 点击“Select”，选择需要寄送到的学校所在城市；

**Step 2:** 点击“List Colleges in selected City”，跳转至下一页

## 二、纸质版成绩单加印操作步骤

8. 进入Select a mailing address-4界面，选择需要寄送到学校名称



Search

Select a mailing address

College Lookup Page

Select College name:

[Return to College page](#)

[Return to main menu](#)

**Step 1:** 点击“Select”，选择需要寄送到学校名称；

**Step 2:** 点击“Copy selected College information...”，跳转至下一页

## 二、纸质版成绩单加印操作步骤

9. 进入Select Transcript Type界面，核对根据学校代码获取的学校地址信息以及补充其他（此处以UMB为例）



Personal Information Student Services & Financial Aid

Search  Go

### Select Transcript Type

This is where your institution can place customized text that will help the learner enter the appropriate data for each required field.

\* indicates required field

Transcript Type: *	<input type="text" value="Web Official"/>
Course Levels: *	<input type="text" value="Undergraduate"/>
College Name:	<input type="text" value="University of Massachusetts Bo"/>
Street Line 1:	<input type="text" value="Harbor Campus"/>
Street Line 2: *	<input type="text" value="可填写收件人/收件部门"/>
Street Line 3:	<input type="text"/>
City:	<input type="text" value="Boston"/>
State or Province:	<input type="text" value="Massachusetts"/>
Zip or Postal Code:	<input type="text" value="02125-3393"/>
Nation:	<input type="text" value="None"/>
Area Code:	<input type="text"/>
Phone Number: *	<input type="text" value="可填写收件人/收件部门联系电话"/>
Extension:	<input type="text"/>
International Access Number:	<input type="text"/>

Step 1: Transcript Type需选择“Web Official”;

Step 2: Course Level需选择“Undergraduate”

Step 3: 核对学校名称， Street Line 1, City, State or Province, Zip or Postal Code;

Step 4: 根据实际情况，可以将具体收件人/收件部门补充在Street Line 2;

Step 5: 根据实际情况，可以将具体收件人/收件部门的联系电话补充在Phone Number;

Step 6:核对无误后点击“CONTINUE”

## 二、纸质版成绩单加印操作步骤


10. 进入 Transcript Request Information 界面，选择寄送方式



Personal Information **Student Services & Financial Aid**

Search

### Transcript Request Information

 This is where your institution can place customized text that will help the learner enter the appropriate data for each required field.

Number of Copies (Up to 1):

Official Transcript:  Yes  No

Delivery Method: \*

**Step 1: Official Transcript处选择“Yes”;**

**Step 2: Delivery Method处选择  
“Standard Mailing \$10.00 per copy”;**

**Step 3: 点击Continue**

## 二、纸质版成绩单加印操作步骤

11. 进入Transcript Request Confirmation界面，确认所有申请信息



Personal Information **Student Services & Financial Aid**

Search  Go

### Transcript Request Confirmation

**Issued to:** University of Massachusetts Bo  
**Street:** Harbor Campus  
**City:** Boston  
**State or Province:** Massachusetts  
**Zip or Postal Code:** 02125-3393  
**Course Levels:** Undergraduate  
**Copies Ordered:** 1  
**Official Transcript:** Yes  
**Delivery Method:** Standard Mailing  
**Cost of Order:** \$10.00  
**Payment Method:** Bill Student's Account  
**Print Transcript:** As soon as possible

RELEASE: 8.7.1

**Step 1:** 检查完信息后，无误则点击“Submit Request”，如需更改则返回上一页

## 二、纸质版成绩单加印操作步骤


12.进入Payment Information界面，确认金额以及输入付款账号，完成支付

Ask for Help

Amount and Method → **Payment Information** → Submit Payment → Payment Receipt

Description:	Transcript Request
Payment amount:	\$10.00
Payment method:	Credit or Debit Card

**Credit or Debit Card** - We accept the following credit and debit cards.



**Account Information**  
\*Indicates required fields  
\*Card account number:

**Continue** **Cancel**

Step 1: 在Card account number输入银行卡账号;  
Step 2: 点击“CONTINUE”