INDIAN RIVER STATE COLLEGE
HOW TO SEND AN OFFICIAL TRANSCRIPT ONLINE

1. Start at our website home page: **www.irsc.edu**
2. Click on "MyIRSC" in the upper left-hand corner
3. Scroll down to the blue box at the bottom of the page and enter your Student ID # or Social Security # in the top box
4. Enter your PIN # in the bottom box and click "Logon"

❖ The FIRST time you log on (or after a PIN reset), you will use the default PIN# which is your 2-digit birth month and the last 2 digits of your birth year (4 digits total)

❖ To continue, you will have to click on "Review Now", "Submit", and "Accept" on the next 3 pages.

❖ Then you will be prompted to change your PIN #. You will have to change it to a 4- to 6-digit NUMBER (no letters). Make sure you write down what you change it to, so that you can log on in the future. Follow the instructions EXACTLY! You will be asked to put in your birthdate, starting with the YEAR FIRST. Once you have changed your PIN #, you will get a message stating your PIN # has been successfully changed.

❖ Finally, you will be asked to RE-Log on, this time using your Student ID # or Social Security # and your NEW PIN #.

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5. You will now be on your student home page, which has a yellow Menu Bar at the top beginning with "Home" "Advising" "Registration", etc.

6. Underneath the Menu Bar, there is a blue bar on the right-hand side that says "My Details". Directly underneath is your Student ID # and contact information; if this contact information is not current, please update it online by either clicking on one of the hyperlinks to the left of the outdated information or by going to the "Profile" tab on the yellow bar and selecting "Change Address" from the drop-down menu.

7. TO REQUEST AN OFFICIAL COPY OF YOUR TRANSCRIPT:
   Go to the "Records" tab on the yellow Menu Bar. There is a drop-down menu; select "Transcript Request". (FYI: If you would like to preview your transcript, select "Display Unofficial Transcript". You may print out a copy for your own records if you would like.)

8. You will be taken to a form to fill out. There are 3 radio buttons to choose from to tell us where you would like your transcript sent:

   1) Select Option 1 (To Me) to send the transcript to yourself: BE SURE YOUR ADDRESS IS CORRECT prior to submitting.

❖ ALSO Select Option 1 (To Me) to PICK UP your transcript at the Main Campus Office of Admissions and Records the following business day: Scroll down to the boxes under the blue area, and under "Contact", type the following: "PICKUP – MAIN CAMPUS". Fill in the rest of the boxes with your own personal mailing address. If someone other than you, the student, will be picking up your transcript, please also type the person's name in the "Contact" box, ie. "PICKUP – MAIN CAMPUS BY JANE DOE".

❖ Note that you can also opt to pick up your transcript at one of our branch campuses by typing, ie. "PICKUP – CHASTAIN CAMPUS" in the "Contact" box; however, please allow 2-3 business days for interoffice mail delivery, as transcripts are ONLY printed at Main Campus.

2) Select Option 2 to send to a College or University: Click on the "?" to the right of the box; a new window will open. In the Institution Name box, type the name of the school, using the following abbreviations: "FL" for "Florida", "St" for "State", and "Univ" for "University". Do not add any additional information; just click "Search". A hyperlink should appear at the bottom of this new window; click on the hyperlink for the correct school, and it will populate the fields for both the name of the school and the school's address in the boxes below on the transcript request form. Verify that the address is reasonable (City, State, and ZIP Code fields are all populated); if not, click in box and fix.

3) Select Option 3 to send to an Agency: Do NOT use the question mark to search for an agency; instead, scroll down to complete the address information in the boxes below.

9. The default settings for the rest of the form are:

❖ ONE copy of your transcript
❖ Sent NOW
❖ College CREDIT type transcript

If these default settings are appropriate, click on "Submit" at the bottom of the page.

Some reasons you may want to change from the defaults:
➢ A college is requesting multiple copies of your transcript: change the number from ONE to whatever you need, remembering that ALL of these copies will go to the same address.
➢ You are currently taking classes at IRSC and would like to have a transcript sent as soon as your grades are posted for the current semester: change NOW to WHEN GRADES (DEGREES) ARE POSTED AT END OF . . .
➢ You attended Adult HS at IRSC, or Vocational Classes, Non-Credit Classes, or EPI classes; unclick CREDIT (if you had no college credit classes), and click on as many of the other course types as applies to you.

10. When everything is correct, click on "Submit" at the bottom of the page. Transcripts are processed within 24 hours; be sure to add mail time on top of this.

11. Record your Student ID # and PIN # for future use.

12. If you need multiple copies of your transcript to be sent to different addresses, you will need to fill out a transcript request form for EACH transcript you wish to have sent.

13. There is no charge for us to send transcripts. Please note that if there are any holds on your account, you will not be able to send any transcripts until the holds are cleared. Call for further information.

Admissions & Records Phone: (772) 462-7460