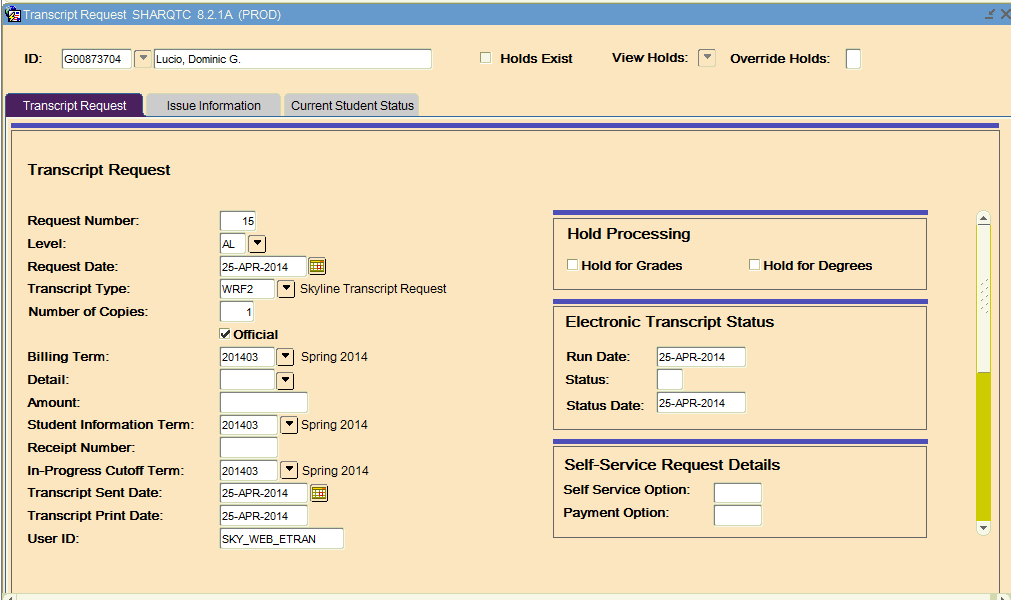
**Sending WebSMART Transcripts via eTranscriptCA**

**Viewing Transcripts sent Electronically in SHARQTC**

1. Student Enters request on WebSMART including the following information:

* Student Information: GID, Name, address etc. (mostly implicitly by logging in)
* Sending College
* Receiving Institution

1. **Sent Electronically** The information included in item 1 above creates a record in Banner – Form SHARQTC:



1. **SHARQTC Data:** Here are the datapoints that indicate that the record came from a student request on the web and sent electronically:

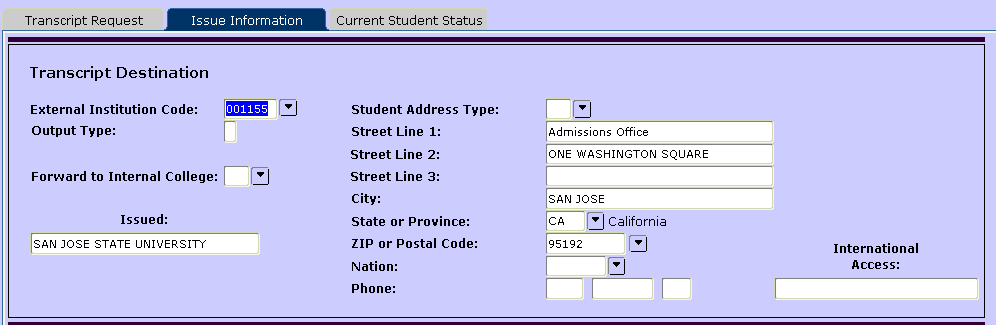
* Transcript type: WRF2- Skyline, WRF3 – Canada, WRF4 – CSM
* Transcript sent date and print date will be the same, i.e. today’s date if the request was entered between 8:00 and 5:00. If request entered after 5:00pm, both dates will be the next working day.
* Electronic Transcript Status will be populated with the run date and the status date.

1. **Not Sent Electronically** If the receiving institution is not an eTranscriptCA school, the request will remain on SHARQTC with the print date not populated and the Electronic Transcript Status dates not populated. Therefore, when A&R office at CSM processes transcripts, it will be included as a request that has not yet been fullfilled.

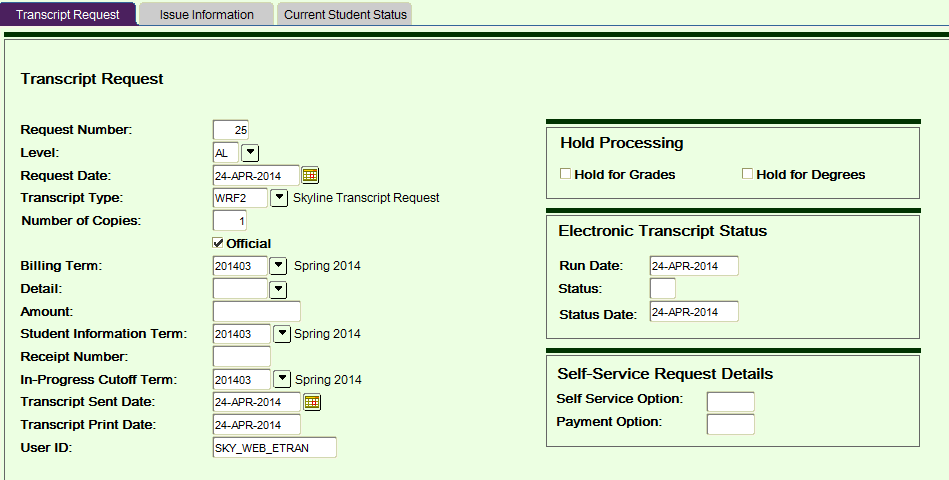
**Using SHARQTC to submit eTranscript requests:**

* + Submit SHARQTC record with a transcript type code of WRF2, WRF3, or WRF4 in
  + The transcript destination code on the ‘Issue Information’ tab of SHARQTC must be for an eTranscriptCA school.
  + Here is an example:



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You will know that your transcript was delivered electronicallly if you see the dates populated on the right hand side of the first screen ‘Electronic Transcript Status’ as seen below:



The transcript generated will be an ‘unsolicited’ transcript on the XAP website:

