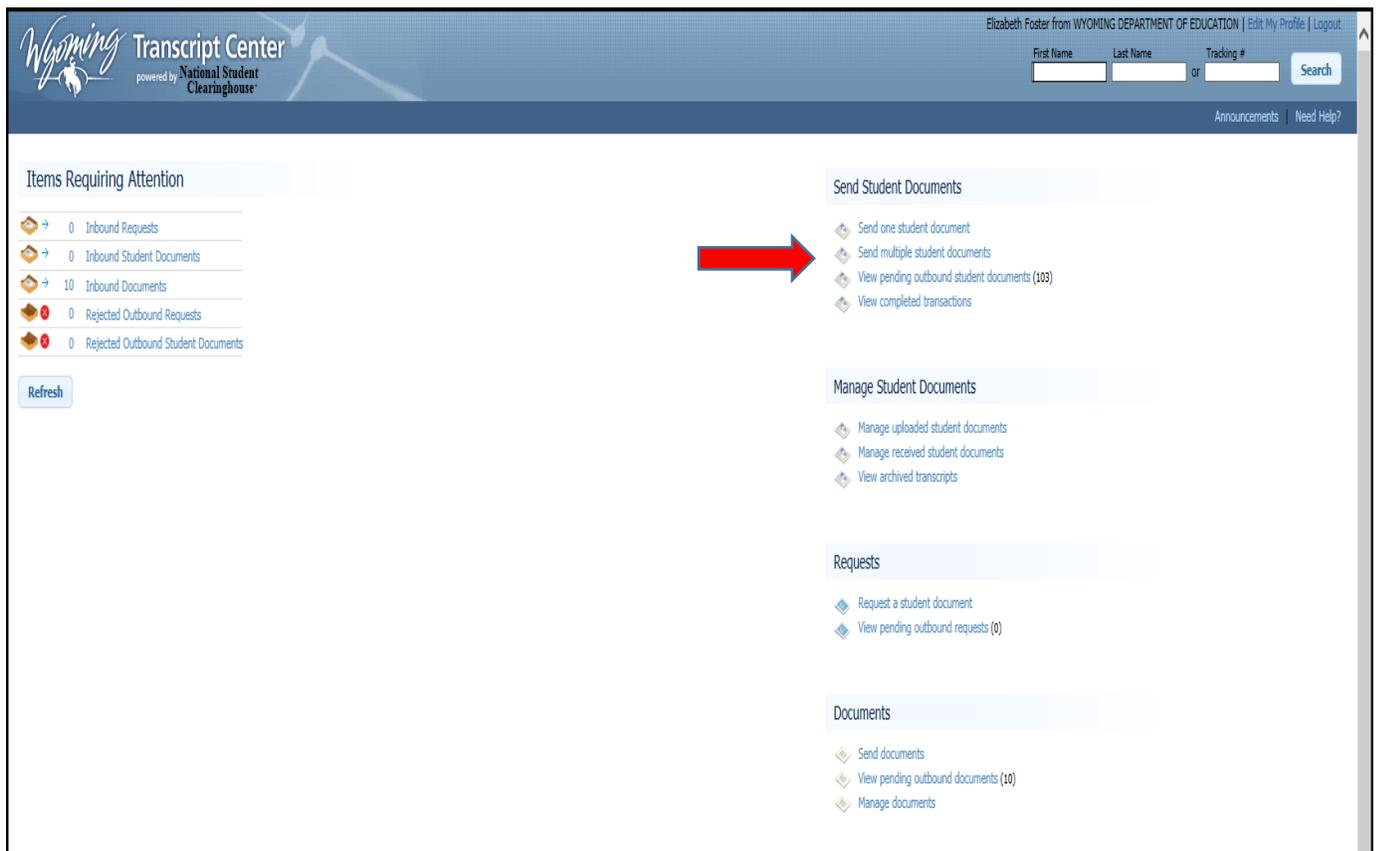


Transcript Center Upload Tutorial

To upload and send Exemption Requests to the Wyoming Department of Education (WDE), you need to go to the [Wyoming Transcript Center](#) (WTC). This requires a WTC user name and password.

After logging into the WTC, you will be on the main Transcript Center page. Please note that the following screen shots can be different than what you, the user, might see as some options depends on how the WTC user account is set up.



The screenshot displays the Wyoming Transcript Center interface. At the top left is the logo for the Wyoming Transcript Center, powered by the National Student Clearinghouse. The top right shows the user's name, Elizabeth Foster from the Wyoming Department of Education, along with links for 'Edit My Profile' and 'Logout'. Below this is a search bar with fields for 'First Name', 'Last Name', and 'Tracking #', and a 'Search' button. The main content area is divided into several sections:

- Items Requiring Attention:** A list of items with counts: Inbound Requests (0), Inbound Student Documents (0), Inbound Documents (10), Rejected Outbound Requests (0), and Rejected Outbound Student Documents (0). A 'Refresh' button is located below this list.
- Send Student Documents:** A section with four options: 'Send one student document', 'Send multiple student documents', 'View pending outbound student documents (103)', and 'View completed transactions'. A red arrow points to the 'Send multiple student documents' option.
- Manage Student Documents:** A section with three options: 'Manage uploaded student documents', 'Manage received student documents', and 'View archived transcripts'.
- Requests:** A section with two options: 'Request a student document' and 'View pending outbound requests (0)'.
- Documents:** A section with three options: 'Send documents', 'View pending outbound documents (10)', and 'Manage documents'.

Under the 'Send Student Documents' heading, select the 'Send multiple student documents' option. If you have one document to send, select 'Send one student document'. Once the appropriate 'Send' option is selected, you may have to indicate which institution you are affiliated with due to your user account settings. The institution does not have to be the actual institution that is sending the Exemption Request document. Because you are sending a document to the WDE, indicate the affiliated school.

Once the appropriate 'Send' option is selected, you will be able to upload your document(s). The document has to be a .pdf and should be named 'District_Wiser ID' (For example: Laramie1_55566677, or 0101000_44477799).

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Elizabeth Foster from WYOMING DEPARTMENT OF EDUCATION | Edit My Profile | Logout

First Name Last Name Tracking # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Select the student documents to be sent

Select one or more student documents from the list below or upload additional student documents.

Selected Students

Showing 0-0 of 0 first previous Page 1 of 0 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
(Please select the student documents to be sent)						

Available Students

Search for a Student Document

Show additional columns

Showing 1-4 of 4 first previous Page 1 of 1 next last Show 10 per page

	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	Document Type	Uploaded	Type	View	Attachments
<input type="checkbox"/>	another	student			Male	12/15/2016	4545	Other Document	12/16/2016 9:41:21 AM	PDF		Add attachment
<input type="checkbox"/>	foster	liz			Female	09/12/2016	123	Other Document	09/12/2016 10:14:18 AM	PDF		Add attachment
<input type="checkbox"/>	Last	First			Male	12/15/2016	12345678	Other Document	12/15/2016 4:11:10 PM	PDF		Add attachment
<input type="checkbox"/>	Student	Another			Female	12/16/2016	545454	Other Document	12/16/2016 8:58:24 AM	PDF		Add attachment

All times in local time zone

Cancel Upload Next

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You will be able to see previous documents uploaded as they remain on the WTC for 90 days. Click the Upload button to process new Exemption Requests.

Uploaded: 12/16/2016

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Elizabeth Foster from WYOMING DEPARTMENT OF EDUCATION | [Edit My Profile](#) | [Logout](#)

First Name Last Name or Tracking #

[Announcements](#) | [Need Help?](#)

Upload Student Documents for institution WDE Administration

Select browse to select file to be uploaded:

Retain current attachments when updating student documents

You have permission to upload the following student transcript/record file formats:

- PESCS_HS_v1.1.0_PS_v1.2.0: Standard data file format.
- PDF: PDF rendering of the student document. After upload, prompts for student information
- ZIP: Bulk PDF Upload. The ZIP File contains one CSV file for mapping the student information to a PDF transcript, and a PDF file for each student. [Download Bulk PDF XLS Template.](#)

Select type of upload

Transcripts

- Record/Transcript
- Transcript (Initial)
- Transcript (Midyear)
- Transcript (Final)
- Transcript (Optional)
- Transfer Transcript 1
- Transfer Transcript 2
- Transfer Transcript 3

Reports

- NACAC Midyear Report
- NACAC School Report
- Other School Report
- Other Midyear Report
- Other Final Report
- Grade Report
- Current Courses

Teacher Documents

- Written Evaluation
- Teacher Eval

Explanation of Change

- Midyear Change Explanation
- Final Change Explanation
- Other Change Explanation

Other

- School Profile
- Other Document



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Once the Upload button has been clicked, you will receive this screen. Please select 'Other Document'. Then select the .pdf file you want to upload by browsing your system. Once you have a file selected, the 'Upload' button will become available. Click the 'Upload' button. You will then receive the next input screen:

Enter the student demographic data for the PDF Transcript

Required fields are marked with an asterisk (*).

Student Demographic Information

*First Name:	<input type="text"/>	*Gender:	<input type="text" value="v"/>
Middle Name:	<input type="text"/>	*Date of Birth:	<input type="text"/> 
*Last Name:	<input type="text"/>	*Student Number:	<input type="text"/>
Suffix:	<input type="text" value="v"/>	*Student Number Type:	<input type="text" value="v"/>
Grade Level:	<input type="text" value="v"/>		

Cancel

This screen is asking about the 'student' you are uploading. To protect student information, fill out the required items using generic information, for example: in the First Name field type 'Exemption', in the Last Name field type 'Report', Date of Birth can be the submission date, etc.

All required fields must have some kind of data. WDE does not need this information to be specific as this information is in the file that is being uploaded. Once the required information is filled in, click the 'Upload' button on the far right of the screen.

Once the file is uploaded, you will be have the option to upload another file. If the 'Send multiple students documents' has been selected click 'Next.'

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First Name Last Name Tracking # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Announcements Need Help?

Select the student documents to be sent

Select one or more student documents from the list below or upload additional student documents.

Selected Students

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Remove Last, First	Male	12/15/2016	12345678	Other Document	PDF	
Remove Student, Another	Female	12/16/2016	545454	Other Document	PDF	
Remove foster, liz	Female	09/12/2016	123	Other Document	PDF	

Available Students

Search for a Student Document

Show additional columns

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

<input checked="" type="checkbox"/>	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	Document Type	Uploaded	Type	View	Attachments
<input checked="" type="checkbox"/>	foster	liz			Female	09/12/2016	123	Other Document	09/12/2016 10:14:18 AM		PDF	Add attachment
<input checked="" type="checkbox"/>	Last	First			Male	12/15/2016	12345678	Other Document	12/15/2016 4:11:10 PM		PDF	Add attachment
<input checked="" type="checkbox"/>	Student	Another			Female	12/16/2016	545454	Other Document	12/16/2016 8:58:24 AM		PDF	Add attachment

All times in local time zone

Cancel Upload Next

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Select the documents you want to send and then click 'Next':

You will then see the next input screen. You need to select the 'Secure PDF Recipient' tab.

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First Name Last Name or Trading # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Announcements Need Help?

Select the recipient of the student documents

Choose from your most frequently used institutions, search for another institution or add the recipient's email address.

Your contract enables you to send records/transcripts to any academic institution in the country - public or private, in-state or out-of-state, PK-12 or higher education - free of charge. There is also a growing number of co-academic organizations to which you can send, such as the NCAA and scholarship providers.



Selected Students

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Last, First	Male	12/15/2016	12345678	Other Document	PDF	
Student, Another	Female	12/16/2016	545454	Other Document	PDF	
foster, iz	Female	09/12/2016	123	Other Document	PDF	

Selected Recipient

Name	Address	Charge Per Delivery
(Please select the institution to receive the student documents)		

Available Recipients

Most Frequently Used Recipients Institutions **Secure PDF Recipient**

Showing 1-10 of 153722 first previous Page 1 of 15373 next last Show 10 per page

Name	Street	City	State/Province	Type	ID
<input type="radio"/> (Alternative) Major General Murray	215 N. MELROSE DRIVE	VISTA	CA	Pre-K through 12	54289
<input type="radio"/> (OPEN 2010-11) TRUMAN PRIMARY	601 MEADOW RIDGE RD	NORMAN	OK	Pre-K through 12	402172002702
<input type="radio"/> 1 SCHOOL	260 CENTRAL AVE	LAWRENCE	NY	Pre-K through 12	361683001499
<input type="radio"/> 100 LEGACY ACADEMY CHARTER SCHOOL	3587 SHOPRITE CENTER ROUTE 9	FREEHOLD	NJ	Pre-K through 12	340074303135
<input type="radio"/> 100 SUCCESS ACADEMY	854 BLOUNTSTOWN HIGHWAY	TALLAHASSEE	FL	Pre-K through 12	120111007831
<input type="radio"/> 10TH STREET SCHOOL	7204 27TH AVE NE	MARYSVILLE	WA	Pre-K through 12	530486002475
<input type="radio"/> 11TH STREET ALTERNATIVE SCHOOL	877 E 11TH ST	BOWLING GREEN	KY	Pre-K through 12	210057001696
<input type="radio"/> 12-E-C-1	445 WEST AMELIA ST	ORLANDO	FL	Pre-K through 12	120144007627
<input type="radio"/> 123 YOU'N ME PRESCHOOL	809 W DETWEILLER DR	PEORIA	IL	Pre-K through 12	A0103186
<input type="radio"/> 12TH STREET ACAD	420 E 12TH ST	NEW YORK	NY	Pre-K through 12	362058002846

Don't see a particular institution listed? Request a new institution | See an error? Report it

Cancel Previous Next

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Once the 'Secure PDF Recipient' tab is selected, you will need indicate who at the WDE you are sending this information to. Please enter Nadia Vasquez and her email address nadia.vasquez@wyo.gov into the appropriate fields.

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Elizabeth Foster from WYOMING DEPARTMENT OF EDUCATION | Edit My Profile | Logout

First Name Last Name Tracking # Search

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Announcements Need Help?

Select the recipient of the student documents

Choose from your most frequently used institutions, search for another institution or add the recipient's email address.

Your contract enables you to send records/transcripts to any academic institution in the country - public or private, in-state or out-of-state, PK-12 or higher education - free of charge. There is also a growing number of co-academic organizations to which you can send, such as the NCAA and scholarship providers.



Selected Students

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Last, First	Male	12/15/2016	12345678	Other Document	PDF	
Student, Another	Female	12/16/2016	545454	Other Document	PDF	
foster, liz	Female	09/12/2016	123	Other Document	PDF	

Selected Recipient

Name	Address	Charge Per Delivery
(Please select the institution to receive the student documents)		

Available Recipients

Most Frequently Used Recipients Institutions Secure PDF Recipient

NTC will email the person below and provide a link to download a PDF of the student document from a secure server. We use the industry standard HTTPS protocol to ensure an encrypted communication so that the data transfer is secure. NTC will not use the name or email address for any other purpose.

Name:

Email Address:

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Click the 'Set Recipient' button and then click the 'Next' button located on the lower right of the screen. This next screen just verifies the documents being sent and who is receiving them.

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First Name _____ Last Name _____ or Tracking # _____ Search

Send multiple student documents to a recipient

1. Select Student Documents | 2. Select Recipient | 3. Confirm and Submit | 4. Results

Announcements | Need Help?

Review the details of these deliveries

When you select the "Send" button below, NTC will translate the data into the selected recipient's preferred format and send the student document. On the next screen, NTC will provide unique tracking numbers for each student document.

Selected Students (3)

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Name	Gender	Date of Birth	Student #	Document Type	View	Attachments
Last, First	Male	12/15/2016	12345678	Other Document	PDF	
Student, Another	Female	12/16/2016	545454	Other Document	PDF	
Foster, Liz	Female	09/12/2016	123	Other Document	PDF	

Sending Institution

Name _____ Address _____
 WDE Administration 2300 CAPITOL AVENUE, 2ND FLOOR, CHEYENNE, WY 82002

Recipient

Name _____ Address _____ Charge Per Delivery _____
 Nadia Vasquez nadia.vasquez@wyo.gov Free

Enter a message to be sent with each student document (optional)

Characters remaining: 512

Cancel Previous Send

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STUDENT PRIVACY PLEDGE
SIGNATORY



Click the 'Next' button and the following screen is shown:

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First Name Last Name or Tracking #

Send multiple student documents to a recipient

1. Select Student Documents 2. Select Recipient 3. Confirm and Submit 4. Results

Announcements | [Need Help?](#)

Deliveries successful

These student documents have been sent to NTC for processing. Use the tracking numbers shown below to receive an up-to-the-minute status of each delivery.

If the recipient is in the NTC partner network, the student documents will be delivered electronically. If the recipient is not in the NTC network, then NTC will send official paper student documents through the NTC Print Center or the supplied email address.



Sending Institution

Name	Address
WDE Administration	2300 CAPITOL AVENUE, 2ND FLOOR, CHEYENNE, WY 82002

Recipient

Name	Address
Nadia Vasquez	nadia.vasquez@wyo.gov

Tracking Information

Showing 1-3 of 3 first previous Page 1 of 1 next last Show 10 per page

Tracking ID	Name	Date of Birth	Student #	Document Type
D0437907464	Last, First	12/15/2016	12345678	StudentDocumentType.undefined
D0437841960	Student, Another	12/16/2016	545454	StudentDocumentType.undefined
D0437825576	foster, liz	09/12/2016	123	StudentDocumentType.undefined

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This screen confirms the request. You can now click 'Done.'

This process is a little bit more involved than the previous process but what is actually happening is that you are securely emailing these student-level documents to the WDE via the WTC. Once you send these documents, Nadia receives an email from the WTC notifying her that this information is available for retrieval.

This means you no longer have to wonder if the WDE received your information.

For questions about this process, please contact Liz Foster at elizabeth.foster@wyo.gov or (307) 777-7009.