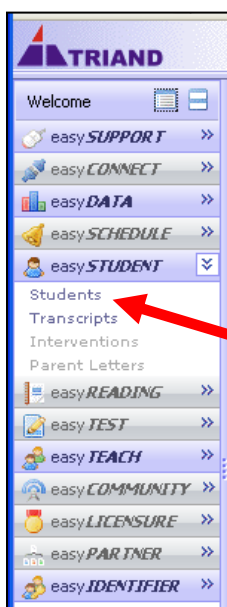


## Sending a Transcript to Colleges (or Ark. Department of Higher Ed (AHDE))

Firefox may be used as the web browser for Triand since it seems to be faster than Internet Explorer. You will also be sure that your screen looks the same as the screen shots in this handout if you are using Firefox. You may download Firefox for free from <http://www.firefox.com>.

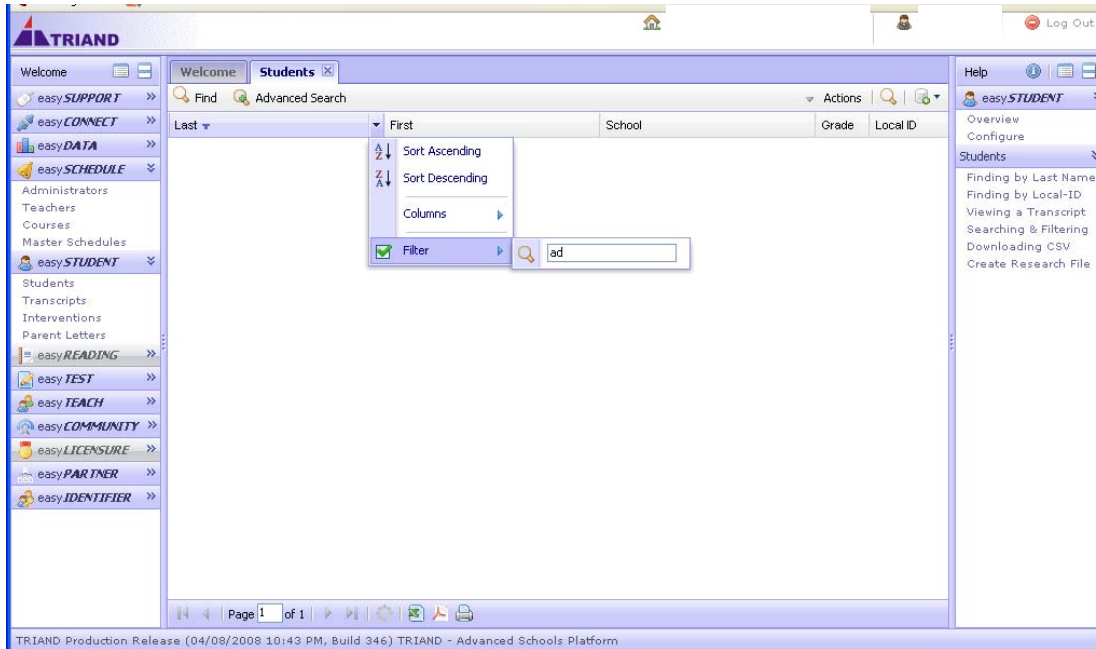


In order to send a transcript to the Arkansas Department of Higher Education (ADHE), or to a college or university using Triand, log into Triand, and click on the double arrows next to easyStudent to expand the menu. Click on 'Students' in the menu on the left.



To verify that the student transcript is accurate, please use the Students menu to view the student transcript before sending a transcript to a college or ADHE.

**RIGHT** click on the column heading ‘Last’, move your mouse slowly over ‘Filter’ and begin typing inside the box the last name of the student to begin the search. Triand will automatically search for this student and any others whose last name begins with the same letters.



Once the student’s name appears in the list, double click on the student name to open the transcript.

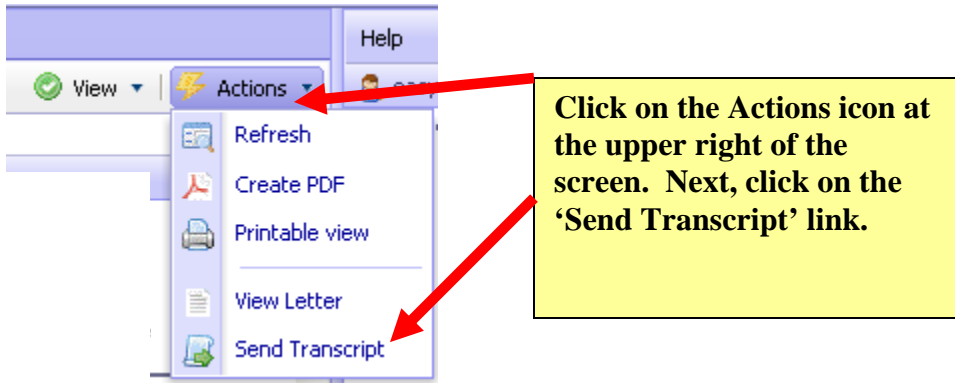
The first time that you view a transcript the system will only give the basic demographic information. If you have not viewed a transcript before, please go to the View button, located in the upper right of the screen, to select the information that you wish to be displayed. Triand will remember your settings, so you only have to do this the first time. Click in the box next to each category. Adding all available columns will give a complete transcript.



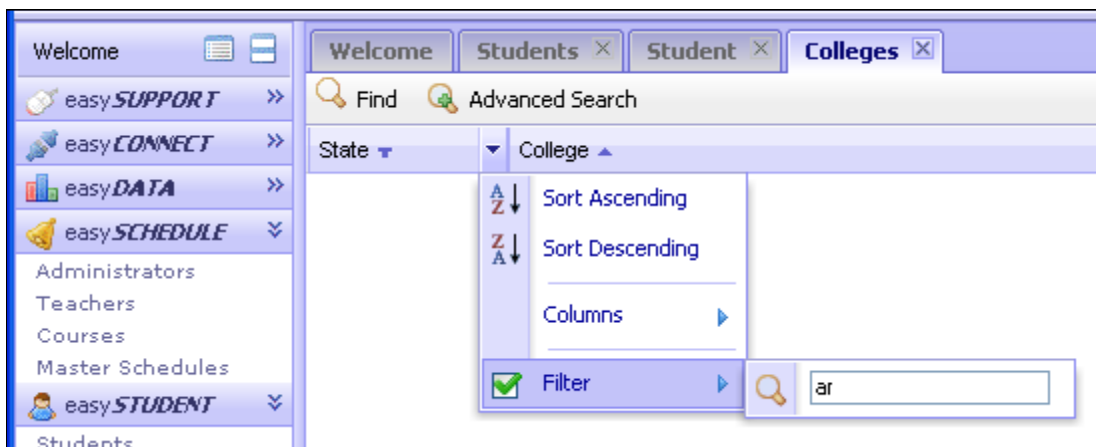
**By clicking on the View icon and making sure that all fields have a checkmark next to them allows a complete view of the student transcript.**

**\*\*Next, check the student transcript to verify the information is correct that will be sent to the college or to the Arkansas Department of Higher Education.**

Once the student transcript has been verified and you are ready to send the transcript, click on the Actions icon at the upper right of the screen. Next click on 'Send Transcript'.

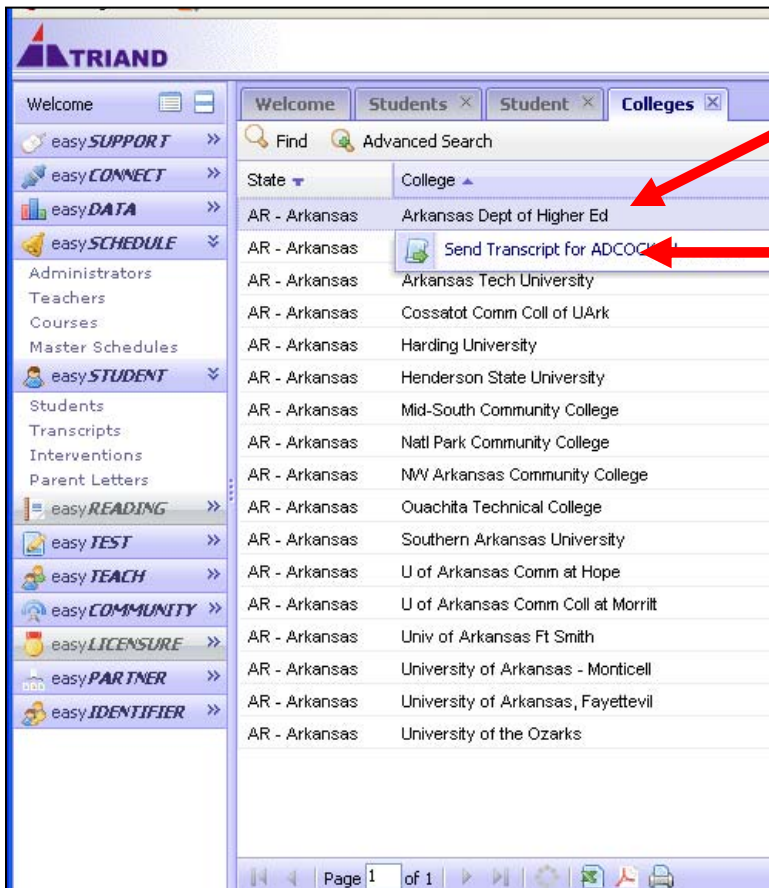


In the screen that opens, RIGHT click on the column heading 'State', move the mouse slowly over 'Filter' and type 'ar' in the box. This will search for all colleges or universities in Arkansas. If the college that you are searching for is not listed, please check back periodically. The colleges that are not listed are working on the process to display in Triand, so they should be appearing in the list soon.



Once the list of colleges displays, **RIGHT** click on the college name (or Arkansas Dept of Higher Ed) that you wish to send the transcript to. **Left** click on the link that appears that reads, “Send Transcript for STUDENT NAME”.

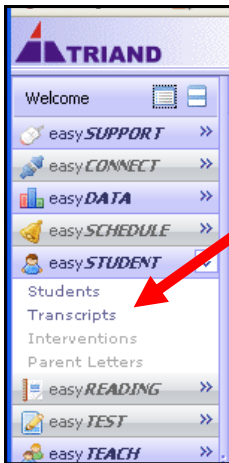
**\*\*It is important that the name of the student that you wish to send the transcript appears in this drop down box, or you will submit the wrong student transcript.**



**RIGHT** click on the college name (or Arkansas Dept of Higher Ed).

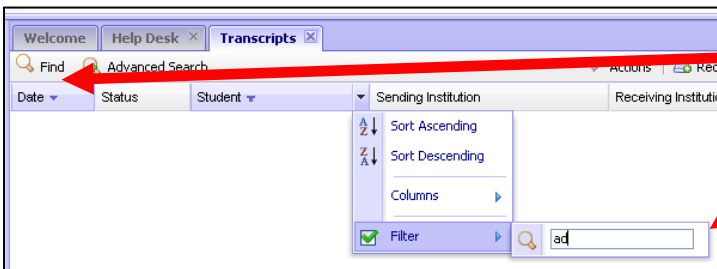
Then **LEFT** click on the link that reads, “Send Transcript for STUDENT NAME”

A message will display telling you that the transcript has been submitted. Click OK on this message. There is no approval process required in Arkansas. The day that you send a transcript, the status will be “queued for sending”. The next day the status will display as “Sent” or “Complete”. Either message indicates that the student transcript has been sent. To check to see whether a transcript has been sent, click on ‘Transcripts’ under the Student link on the left menu in Triand.



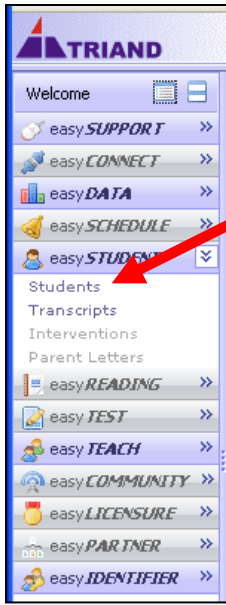
To check to see if a student transcript has been sent, click on the Transcripts link under the Student menu.

To view all transcripts that have been sent, click on Find. If you wish to Filter for a particular student, you can RIGHT click on the column heading “Student”, move the mouse slowly over Filter, and type the student name in the box.



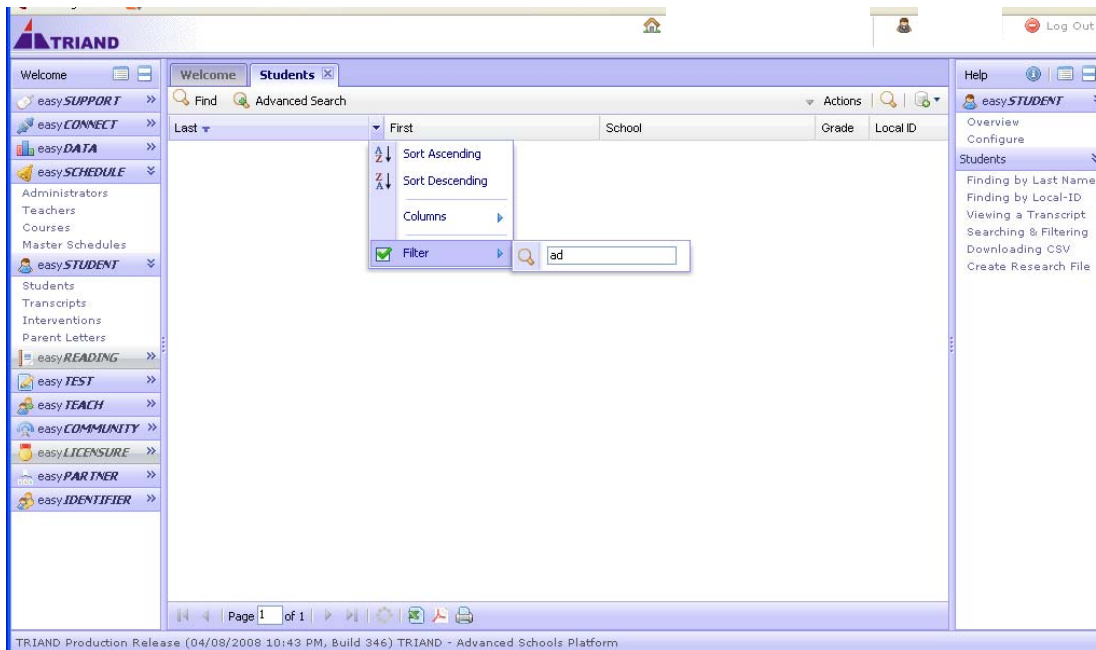
Click on ‘Find’ to view all student transcripts that have been sent, or RIGHT click on the column heading ‘Student’, move the mouse slowly over ‘Filter’, and begin typing the student last name in the box. Any transcripts sent for this student will appear in the list.

The history of any transcripts that have been sent for a student is also visible on the student transcript in a section named, “Transcript Requests”. To view this information, bring up the student transcript under the Students menu on the left side of the screen.



Click on the Students menu to view the transcript requests that have been sent for this student.

**RIGHT** click on the column heading 'Last', move your mouse slowly over 'Filter' and begin typing inside the box the last name of the student to begin the search. Triand will automatically search for this student and any others whose last name begins with the same letters.

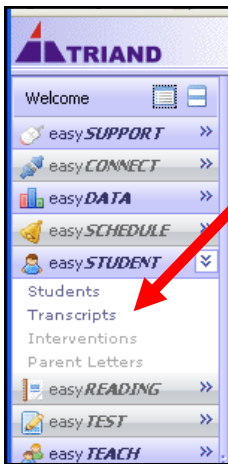


Once the student's name appears in the list, double click on the student name to open the transcript. If the "Transcript Requests" section is not visible, go to the View button, located in the upper right of the screen, to select the "Transcript Requests" section by clicking in the box next to this section. This section will now be visible on the student transcript displaying any transcripts that have been sent to colleges or the Arkansas Department of Higher Education.

Here are the instructions on how to find a graduate to send their transcript to a college.

In order to send a transcript for a graduate, you will need to search for the student using the following steps:

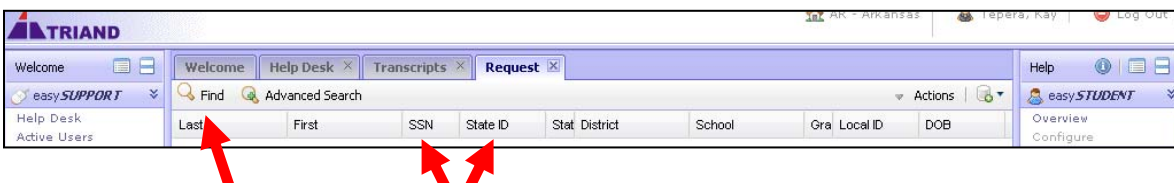
1. Click on the Transcripts link under the easyStudent menu in Triand.



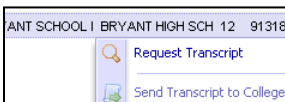
2. Click on the Request button located at the upper right of the screen.  
\*NOTE: You will not actually request the transcript.



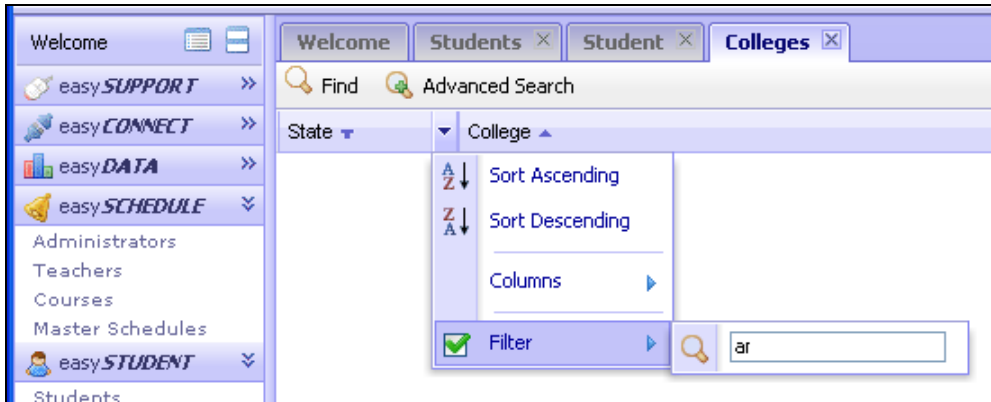
3. RIGHT click on the column heading for SSN or State ID number, move your mouse slowly over Filter and type the SSN (no dashes) or State ID number in the box. Click on the Find button located at the upper left area of the screen.



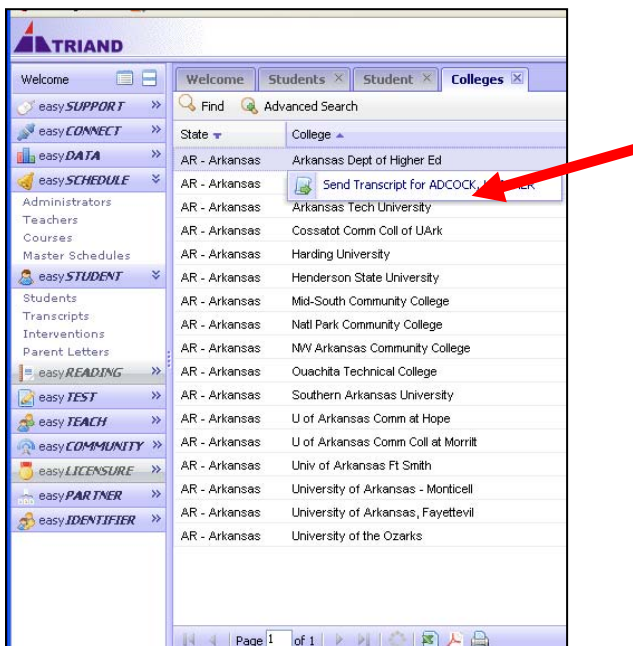
4. Once you have the correct student listed, RIGHT click on the student name, and click on the link that reads, "Send Transcript to College".



5. This will open the Colleges tab, where you will RIGHT click on the column heading 'State', move your mouse slowly over 'Filter' and type 'ar' in the box.



6. The screen will refresh showing only colleges located in Arkansas. RIGHT click on the name of the college that you wish to send the transcript to and you will see a link that reads, "Send transcript for STUDENT NAME". Click on this link to send the transcript electronically to the college that you've selected.



**\*\*NOTE:** Clicking on the link that reads, "Send to College Not in List" does not send an electronic transcript. This process will only record that you have sent the transcript manually under the "Transcript Requests" section of the student transcript. Please print and mail out the transcript to any college that does not appear in the list in Triand. Check Triand periodically to see if the list of colleges has updated.