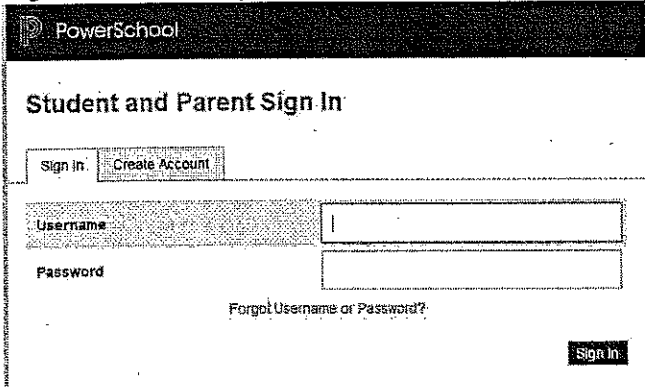

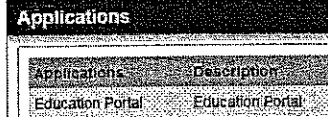
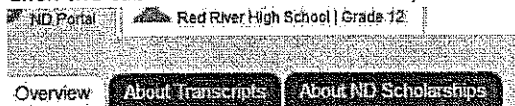

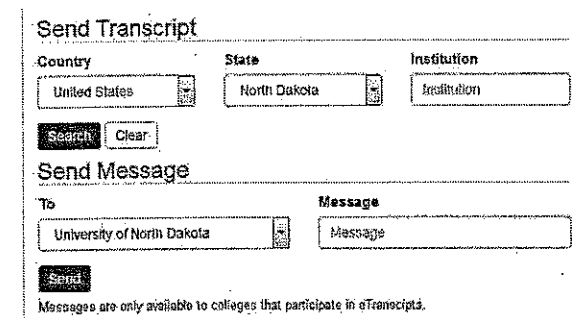


## Accessing eTranscripts Through PowerSchool

Students are now able to access the North Dakota eTranscripts application by logging into the student portal of PowerSchool. To do this, please follow the directions below:

<b>Step 1:</b>	Log into the student portal of PowerSchool:  <p>The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right.</p>
<b>Step 2:</b>	Click the application icon in the upper right hand corner (left of the exclamation point):  <p>The screenshot shows three icons in a row: a refresh icon, an exclamation point icon, and a printer icon.</p>
<b>Step 3:</b>	Click the Education Portal link:  <p>The screenshot shows a table with two columns: "Applications" and "Description". The first row contains the text "Education Portal" in both columns.</p>
<b>Step 4:</b>	Click the tab with the student name, school and grade:  <p>The screenshot shows a navigation bar with several tabs: "ND Portal", "Red River High School   Grade 12", "Overview", "About Transcripts", and "About ND Scholarships".</p>
<b>Step 5:</b>	Click the Send Transcript tab:  <p>The screenshot shows a navigation bar with tabs: "Dashboard", "View Transcripts", "Send Transcripts", "Profile / Access", and "ND Scholarships". The "Send Transcripts" tab is highlighted.</p>
<b>Step 6:</b>	Fill in the details to send the transcript to the Institution of choice. You can search for institutions by clicking the Search button:  <p>The screenshot shows a form titled "Send Transcript". It has three dropdown menus: "Country" (set to "United States"), "State" (set to "North Dakota"), and "Institution" (set to "Institution"). Below these are "Search" and "Clear" buttons. Underneath is a section titled "Send Message" with a "To" dropdown menu (set to "University of North Dakota") and a "Message" text input field. A "Send" button is at the bottom. A note at the bottom states: "Messages are only available to colleges that participate in eTranscripts."</p>