To access Office Transcript request receipts of payments:

1. Log into your Appalnet account

2. Select "Student" Tab

3. Select "Student Records"

4. Select "Official Transcript Request"

5. Webpage will redirect you to the Student Clearinghouse website

6. Select "view the status of your transcript order":

Welcome. This service is offered by the National Student Clearinghouse in cooperation with **APPALACHIAN STATE UNIVERSITY**.
IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

- Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.
  - ⦿ Current enrollment   ○ All enrollment
- View the enrollment information on file with the Clearinghouse.
- View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.

- Order a transcript

- View the status of your transcript order

- View exclusive offers for college students

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.

7. Sign in using your App State email address and previous order number from your transcript order request (found in the email you received from The National Clearinghouse after official transcript request was made):

Sign In

Enter the transcript order number sent in your order confirmation email and the email address you used to place the order.

Order Number
Enter digits only.

Email Address

VIEW STATUS

8. Select "View Order Confirmation" to access proof of payment to upload to your application:

Order for

Order Summary

Ordered:	Order Number: View Order Confirmation	Requestor Email:	Total Fee Charged for Order: $7.50

✉ **Ready for Pickup** - January 17, 2020 11:35 AM ET   **VIEW DETAILS**