

New transcript ordering process

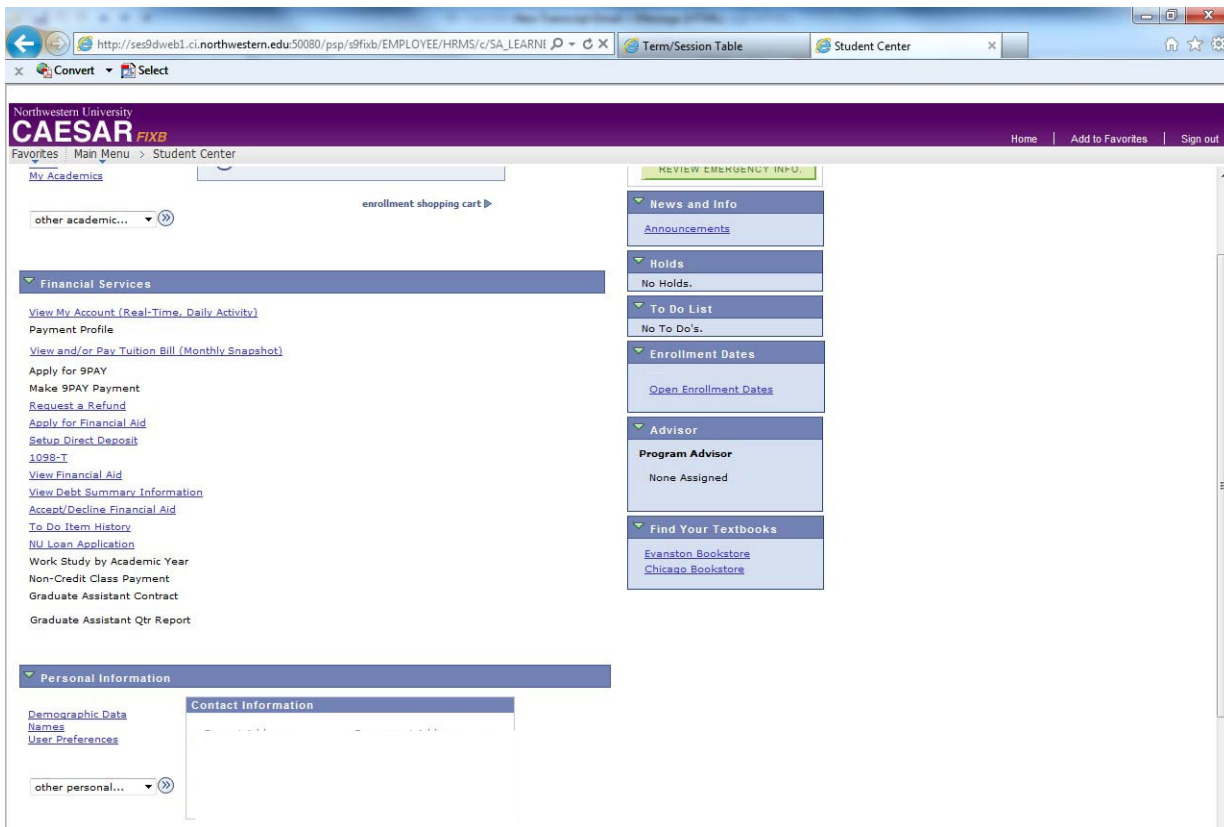
Attention Northwestern University-SPS Student:

Northwestern University School of Professional Studies is changing the way that students may order transcripts. We now offer an online ordering system that will make transcript requests easier and more efficient for a traditional paper transcript or for the new electronic transcript.

Current students who have the ability to login to [CAESAR](#) may request online by going to Main Menu – For Student – Academic Information – Request Official Transcript. This will link you to the AVOW system to request you transcripts.

- Please note that at this time, electronic transcript delivery is available only for students who are currently active in [CAESAR](#) at Northwestern University School of Professional Studies.

How to Login to AVOW:



The screenshot shows the CAESAR FIXB Student Center interface. The browser address bar displays the URL: http://ses9dweb1.ci.northwestern.edu:50080/psp/s9fixb/EMPLOYEE/HRMS/c/SA_LEARNI. The page header includes the Northwestern University logo and the CAESAR FIXB branding. The main navigation area includes links for Home, Add to Favorites, and Sign out. The page is organized into several sections:

- My Academics:** Includes an enrollment shopping cart and a dropdown menu for "other academic...".
- Financial Services:** Contains links for "View My Account (Real-Time, Daily Activity)", "Payment Profile", "View and/or Pay Tuition Bill (Monthly Snapshot)", "Apply for 9PAY", "Make 9PAY Payment", "Request a Refund", "Apply for Financial Aid", "Setup Direct Deposit", "1098-T", "View Financial Aid", "View Debt Summary Information", "Accept/Decline Financial Aid", "To Do Item History", "NU Loan Application", "Work Study by Academic Year", "Non-Credit Class Payment", "Graduate Assistant Contract", and "Graduate Assistant Qtr Report".
- Personal Information:** Includes links for "Demographic Data", "Names", and "User Preferences", along with a dropdown menu for "other personal...".
- Right-hand navigation menu:** Contains sections for "NEWS AND INFO" (Announcements), "Holds" (No Holds), "To Do List" (No To Do's), "Enrollment Dates" (Open Enrollment Dates), "Advisor" (Program Advisor: None Assigned), and "Find Your Textbooks" (Evanston Bookstore, Chicago Bookstore).

Search Menu:

- EJ NUCTEC
- CJ For Applicants
- EJ For Students
- EJ Personal Portfolio
- Student Center
- Guest Access
- View My Student m
- View MyHokts
- Search for Classes
- Search Class Oe\$Uis0Ons
- Help

- EJ Enrollent
- E: Academic Information
- E: FilanCiinServices

- View My Grades
- View Unofficial TransCrt
- ReQuest Enrf Verification
- ReQuest Offidll Transcrt

- SEARCH FOR CLASSES
- EVALUATE CLASSES
- EW B/E RGENCY INFO
- and Info

Hold

- No Holds.
- To Do List
- No To Do's.

None Assigned

- Evanston Bookstore
- Chicago Bookstore

View My Account (ft=+l-Tim= Daily ActivM)

Payment Profile

View End/or PmtYtion Bill (Monthly Snapshot)

Apply for 9PAY

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Request=ft=lynd

Apply for Financial Aid

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Program Advisor

View Financial Aid

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To go Item History

NVLon Application

Work Study by Acad=mic Year

Non-Credit Class Payment

Gr1 du1 te Ass lstrnt Contract

Graduate Assistant Qtr Report

Personal Information

Demographic Data

!!!!!!

User Preferences

other personal...

http://ses9dweb1.ci.northwestern.edu:50080/psp/s9fixb/EMPLOYEE/HRMS/c/SA_LEARNI... Term/Session Table Request Official Transcript

Convert Select

Northwestern University
CAESAR FIXB Home Add to Favorites Sign out

Favorites Main Menu > For Students > Academic Information > Request Official Transcript @JNewWindow Help http


Request Official Transcript

Official transcript services available through AVOW®. Please click the link below to order

Grades for Winter Qtr 2012 will be available on Official Transcripts on Tuesday March 20, 2012

****Attention March Graduates ****
March 2012 conferral date will appear on transcripts starting April 15, 2012.

Please review your transcript for accuracy before placing your order.



Connected to AVOW for Official Transcript Request

For more information about transcript services, please see [Request Official Transcript](#)

Once you have logged into CAESAR you will be prompted to the AVOW site to order your transcripts

Home | My Account | FAQ | Contact Us Documents | Log Out

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Shopping Cart [view]
Your cart is empty.
Continue Shopping

Resume with ADDS Resume Tracker™ [view]
Know the Who, When, Where of Access to Your Resume
Document Accessed (Who, When, Where)
Learn More... **LIVE DEMO!**

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University Transcript Ordering Portal
Hello [Name]!

Official Electronic Transcripts are now available!
Request your official transcript delivered to any valid email address via secure certified PDF.

Through this service, students can also order:

- Paper transcripts (sent via USPS or FedEx)


[Order Now!](#)

+ADDS™ Ordering Service v2.4.5
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Privacy Policy, Refund Policy, 09:49am EDT 1/20/12



Students who are currently active in CAESAR will not need to re-login to AVOW. They will be able to request their transcripts. Former SPS students, Center for Public Safety, and Traffic School students will be able to request transcripts online too. But they will have to register for an account through AVOW.

Students who are active in CAESAR:



Your cart is empty.
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login or Register

University Transcript Ordering Portal

Hello

Official Electronic Transcripts are now available!

Request your official transcript delivered to any valid email address via secure certified PDF.

Through this service, students can also order:

- Paper transcripts (sent via USPS or FedEx)

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The next step will be to choose if you want an electronic transcript, a paper transcript, or a paper transcript with immediate service.

- E-transcripts are official electronic transcripts only available to students who graduated from Northwestern-SPS August 2005 and later.
- Paper transcripts are official transcripts that will be mailed within 2-3 business days after we receive receipt of your request.
- Immediate paper transcripts are official transcripts mailed the same day as receipt of request.

The screenshot shows a web browser window with the URL https://act.avowstems.com/adds/ind/ind.php?main_page=Index&cPath:1&s_id=p.... The page title is "Term/Session Table". The main content area is titled "Select Documents" and contains a table of options for "University Documents".

University Documents		
	<p>Continuing Studies - eTranscript</p> <p>At this time, e-transcript is ONLY available for students who graduated from Northwestern University August 2000 or later. Other...</p>	<p>\$0.00</p> <p>more info</p>
	<p>Continuing Studies - Paper Transcript</p> <p>Official Northwestern University transcript. Mailed within 2 business days of receipt of request. Transcript requests will not be processed for...</p>	<p>\$10.00</p> <p>more info</p>
	<p>Continuing Studies - Paper Transcript - Immediate Service</p> <p>Official Northwestern University transcript. Transcribed same business day as receipt of request. Transcript requests will not be processed...</p>	<p>\$25.00</p> <p>more info</p>
	<p>Resume with +ADDs Resume Tracker™</p> <p>+ADDs Resume Tracker... utilizes the ultimate in state-of-the-art technology available on the market to allow you to track your electronic...</p>	<p>more info</p>

At the bottom of the page, there is a copyright notice: "© 2014 Avow Systems, Inc. All Rights Reserved. Privacy Policy, Refund Policy, Terms of Service, About Us, Contact Us, Home".

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Systems, Inc.

Once you have selected the type of transcript, please fill out the recipient name and mailing and/or email address.


Select

Documents
C.N..N*
Submit Order


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Continuing Studies - eTranscript

\$88.00

At this time, electronic transcripts are ONLY available for students who graduated from Northwestern University August 2000 or later.

Official Northwestern University transcript delivered in a secure certified PDF document.

- It is the responsibility of the transcript requestor to verify that the recipient will accept delivery of an Electronic PDF transcript before requesting the Electronic PDF transcript.
- Transcript requests will not be processed for students with a transcript hold on their student record.
- All charges are nonrefundable.

The "Hold for Degree" and "Hold for Grades" options below are only applicable for currently enrolled students. If you choose the "Hold for Grades" option, please provide information in the "Course(s)", "Year(s)", and "Quarter(s)" fields to inform us of the Grades to watch for.

Transcript Tracker™
3263 Know Will You?

View when and where your transcript has been opened on a map in real time. Utilize the ultimate in state-of-the-art technology available on the market to allow you to track your PDF transcripts once sent to a potential recipient. [More Info..](#)

Provide complete delivery details:

School SCSRO

Delivery Mode Electronic

Transcript Tracker Enabled \$199 Enable: Real-Time Global Tracking on Your Transcript

Hold

Processing Time Now Holds are for current term only

Hold for Degree

Hold for Grades

Course(s)

Year(s)

Quarter(s)


Recipient Name Enter the name of the transcript recipient

Email Address Enter the recipient's email address for delivery

Recipient Email

http://demo.wowsystem.com/?demo=transcript&window=popup


After you input the recipient delivery information, you will proceed to checkout




1 - Corthumg Studies - eTranscript -> kchapmanCnorthw... 58.00

[Continue Shopping](#)

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Learn More... [IFIE7SEMOI](#)



Select Documents

Your Shopping Cart Contents

Total Items: 1 Amount: \$8.00

*****	Corthumg Studti eTranscript	\$8.00	(Remove from cart)
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Delivery Mode
Transcript Tracker- On Hold
Processing Time - Now
Recipient Name - 874...1...
Email Address-W1
Document o.t.


Sub Total: \$8.00

([update](#) Shopping Cart)

ADOS™ Ordering System, v2.01.5
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Books, 9090, Retail Policy, 09:51imMOTatpd



To confirm your transcripts select "Next"






NORTHWESTERN UNIVERSITY

1 - Continuing Studies - eTranscript Consent In Qty: 0 of 1 Subm. Of 1 of 1

\$8.00 Consent R. cc. iv. d

Continue Shopping

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 PWK1 Policy Retail Policy
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System, Inc.

Once order is confirmed AVOW will take your payment. You will first need to verify your billing address; it must match the address that is on your credit card statement. Please select "Change Address " if you need to change or update this information. Then select "Next "

http://act.avowsystems.com...addS/induphp?matn_pagt::ChKkout_payment&s_p ... a C X

Term/Session Table RequOfficial Transcript Checkout Payment Inf... X

Convert Select

NORTHWESTERN UNIVERSITY

1 - Continuing Studies - eTranscript
--> kchapmanorthw...

\$8.00

Checkout

Continue Shopping

Know th^t Who, When, Where of Access to Your Resume

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LearnMore... jV DEMQi

SECURITYMETRICSSM
Credit Card
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Payment Information

Payment Method

a Higher Education
sy11 *** Document Ordering System

Verified Billing Info? I have verified my billing address below.

After confirming your order on the next page, you will be sent to the UnkPoint Connect Secure Checkout site to process your credit card payment.

Note: When payment is made with a credit card, the order will appear as "Avow Systems, Inc on the credit card statement.

Billing Address:

YOU' billing address is shown below. The billin address should match the address on your credit card statement. You can change the billing address by clicking the **Change Address** button.

(Change Address)

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Privacy Policy Return Policy 09:52:11MOT http1

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Systems, Inc.

AVOW will prompt you to confirm your whole order. When you order is correct click "Confirm "

The screenshot shows a web browser window with the URL http://actavowsystems.com/add/index6.php/main_page_checkout_confirmation. The page is for Northwestern University and displays a confirmation screen for an order. The order details include:

- Item: 1 - Corthumg Studies - eTranscript -> kchapman Cnorthw... (Price: \$8.00)
- Quantity: 1
- Sub-Total: \$8.00
- Total: \$8.00

The page also features a "Confirm Your Payment Info" section, a "Billing Address" field, and a "Confirm Your Official Request" section with fields for "Processing Time" and "Recipient Name". A "Back" button is located at the bottom left, and a "Confirm" button is at the bottom right. A teal oval highlights the "Learn More..." link in the left sidebar.

At the bottom of the page, there is a footer with the following text:

...AOS-Ordering, Inc., v2.4.5
Copyright © 2006-2012 Avow Systems, Inc.™ All Rights Reserved.
Privacy Policy, Return Policy
09/26/2012 11:01:11 AM

avc(w)
Systems, Inc.

Transcripts requested through AVOW must be paid for with a credit card (Visa, MasterCard, and Discover).
*We do not accept American Express

The screenshot shows a web browser window with the URL <http://www.ging.tiikpointunxtral.com/lpcls.rtfppay>. The browser tabs include "Term/Session Table", "Request Official Transcript", and "Online Merchant Proc...". The page header features the AVOW logo and the text "Higher Education Document Ordering System".

The main content area is titled "Credit Card Information" and includes the instruction "Please fill in the required information". A list of required fields is shown on the left:

- Credit Card Type
- Credit Card Number
- Expiration Month
- Expiration Year
- Card Code

On the right side, the following information is displayed:

- Credit Card Type: No Choice
- Expiration Month: 01
- Expiration Year: 2012
- Card Code: Codnotoncard

The order amount is shown as "Your order amount is: \$ 8.00". Below this, there is a red error message: "Indicador de erro: O valor informado é inválido". At the bottom of the form, there are "Back" and "Continue" buttons.

At the bottom right of the page, there is a copyright notice: "©2008, First DITM Corporation. All Rights Reserved. [View privacy policy](#)".

Once your payment has gone through, you will receive an Order Number that will allow you to track your transcript request. Note: That when payment is made with a credit card, credit card payments will appear as "AVOW Systems, INC." on your statement of charges.

http://act.avowsystems.com/adds/Find.php?main_page::checkout_success&... p ... Q - C X

Term/Session Table

Request Official Transcript

Thank You! We Appreciate...

Convert Select

NORTHWESTERN UNIVERSITY

Your cart is empty.

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Document Accessed (Who-When-Where)

[Learn More...](#) **LIVE DEMO!**

Identity Theft Protected

SECURITYMETRICS Credit Card **SAFE**

Order #24671

Thank you for using our document ordering site.

Your order has been submitted and is being processed.

Note: When payment is made with a credit card, the order will appear as Avow Systems, Inc. - on the credit card statement.

Track Your Resume!

Document Accessed (Who-When-Where)

Know when, where or even if your resume has been opened.

Send and track your resume with +ADDS Resume Tracker....

Order Now!

[\(More Info...\)](#)

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