



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

Prince William County Public Schools Delivers e-Transcripts

Effective **September 23, 2015**, Prince William Co Public Schools (PWCS) will be delivering electronic transcripts to post-secondary education institutions to enhance the level of service provided to former students. PWCS will be sending PESC and AACRAO compliant certified PDF transcripts through a service called ScribOrder.

If you have a different email for electronic transcript notifications, please email the name of your institution and new email address to **etranscripts@scribsoft.com**.

The PWCS e-Transcript process is as follows:

1. The former PWCS student (or institution) requests a transcript at **<https://pwcva.scriborder.com>**
2. PWCS Records Center receives the request and prepares the transcript for a certified PDF delivery.
3. The receiving institution will receive an email from **scribonline@scribsoft.com**. Make sure this email is whitelisted (not blocked by SPAM filters) and do not reply to this email as it is only used for outbound emails.
4. Open the email and select the **hyperlink** to download the transcript from ScribOrder.
5. On the ScribOrder web page, select "**Send New Code**"
6. Open your new email and copy your Validation Code and return to the ScribOrder web page.
7. On the ScribOrder web page paste (or type) in your Validation Code and select **Verify**.
8. Select "**Download**" and the certified PDF transcript will be downloaded.

If you have any questions about e-Transcript delivery or experience technical difficulties, please contact **support@scribsoft.com** .