HOW TO REQUEST YOUR TRANSCRIPT AND VERIFICATION THROUGH CLEARINGHOUSE.
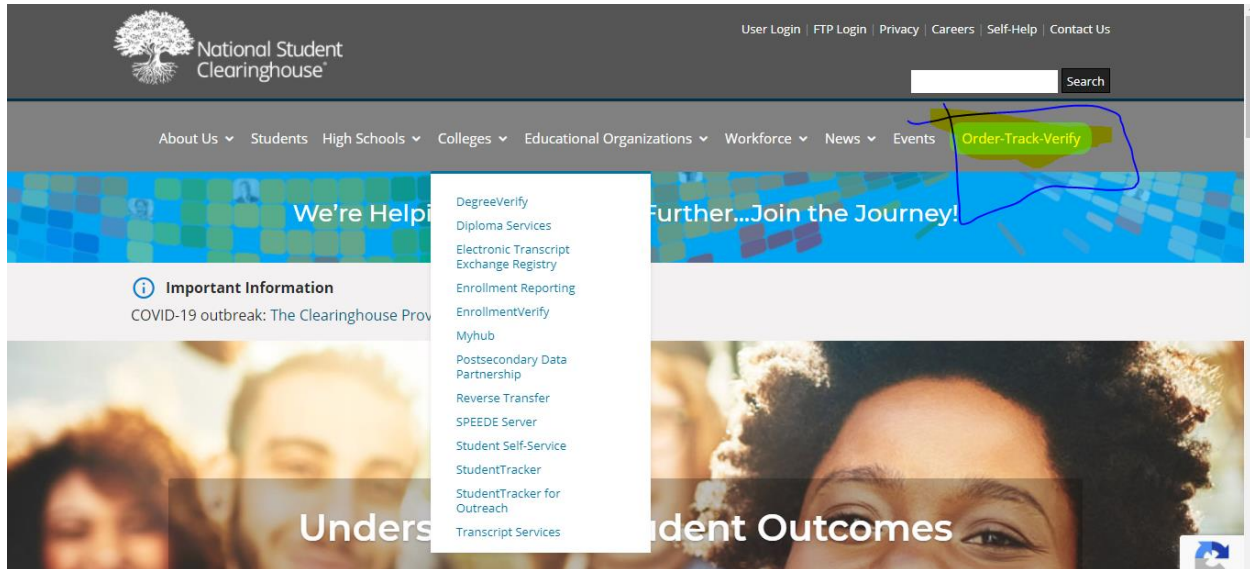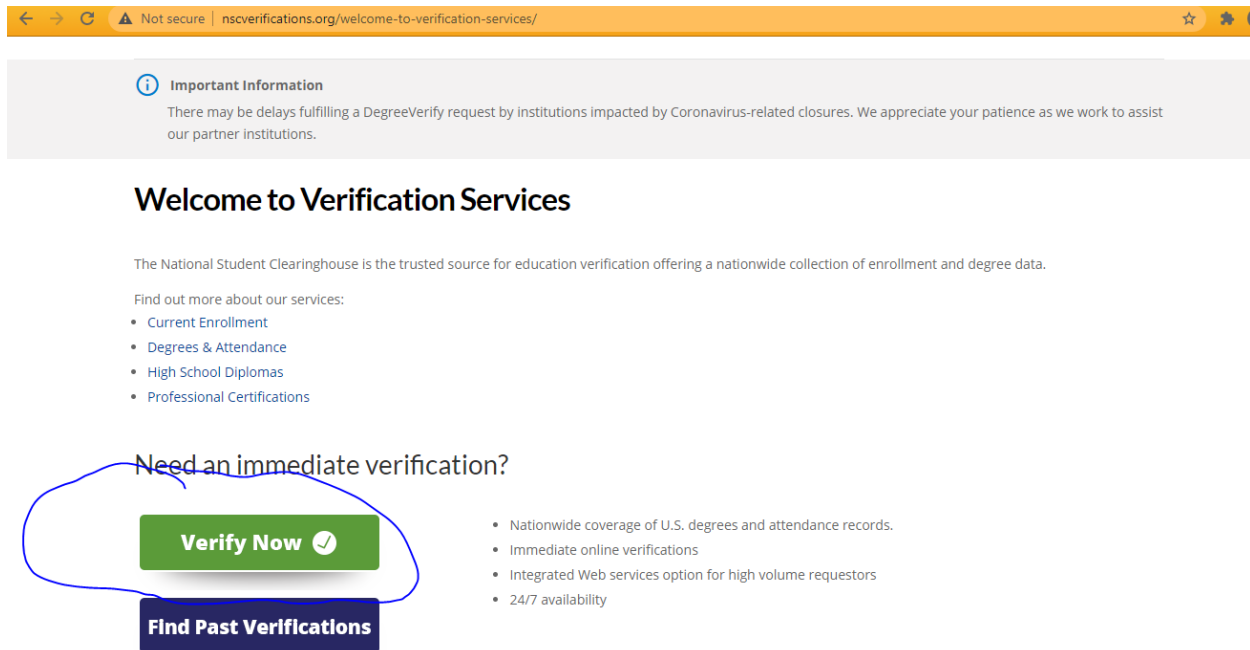
Have the student try to do this and see if they can request their transcript.

Step 1: https://www.studentclearinghouse.org/

Step 2: Highlight on "Order Track Verify," then you can select to request transcript or verification

Step 3: After you select the verification. It will take you to this screen and choose "Verify now."

Step 4: Then, it will take the student to this screen. If the student already created the account, they will select "I already have an account." If they are trying to create an account each time they request the transcript, they will get an error message.

Request a Verification

Step 1: Select one from the following that applies to you.

○ I'm submitting a verification request on behalf of a company

○ I'm submitting a verification request for myself

Please note, you can not submit verification request for another individual if you are not representing a company.
Select this option if you are a parent/guardian submitting a verification request for your child/minor.

○ I already have an account

NEXT

IF the student is creating the account for the first time, they select the first or second. After I choose the first column, it has asked me to create this information.

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NEXT

Then on the next page: Please make sure the student has clicked on the "Terms and Conditions." Then the pop-up box will appear. The student needs to scroll down and "ACCEPT."

Create an account with NSC Verification Services

Step 2: Enter required information below.

Enter Information about you and your company. Asterisk(*) indicates required field. Why do we need this information?

☑ I have read and agree to the Terms And Conditions *

Your first name *	Your last name *
Upasana	Pagan

Your work email address *	Your work phone number *
usethi-pagan@hccc.edu	2013604124

Name of company *	Country of incorporation *	State of incorporation *
HCCC	United States	New Jersey

Company Address
Country/Region *	State/Province/Territory *
United States	New Jersey

Address 1 *

Street number and name or PO Box

Address 2

1st Floor

Building, campus box, floor, apt, suite

City *	Zip/Postal Code *	Main company phone number *
Jersey City	07306	2013604100

Company website *

hccc.edu

Create your user name
your password will be sent to your work email address

User name *

HCCC1

After the student click on "NEXT."

They will get this message:

Create an account with NSC Verification Services

Thank you for registering for an account!

You will receive an email with your login credentials. You can log in to proceed with your verification request.

[NEXT]

Students need to log in to the email they have provided and see if they have received an email from CLEARINGHOUSE. It will provide the student name and temporary password.

Reply | Reply All | Forward

A
Accounts <donotreply@studentclearinghouse.org>   Upasana Sethi-Pagan   12:57
Welcome to the National Student Clearinghouse!

** External Email: Please Use Caution with Attachments and Links from Unknown Senders **

Thank you for registering with the National Student Clearinghouse. Please use the user name and temporary password below to access your Clearinghouse service.

USER NAME: ~~xxxxxx~~
TEMPORARY PASSWORD: ~~xxxxxx~~
NOTE: As a convenience, you can copy and paste the password.

When you log on the first time, you will be prompted to create a new password and answer three security questions. If you forget your password, you will be prompted to provide your answers to the security questions in order to verify your identity and reset your password.

To log on, go to

www.studentclearinghouse.org and click "User Login" in the green menu at the top right of our Web site.

IMPORTANT -- StudentTracker for High Schools Subscribers:
You must use your Clearinghouse FTP account to submit student files, which you can access using the shared FTP login information that you already have. You cannot login to your FTP account using the user name and password above.

IMPORTANT -- Reverse Transfer Subscribers at Degree Granting Institutions (DGIs):

Then, click on the www.studentclearinghouse.org

It will take you back to the main page.

Click on the "Order Track Verify"

Click on "Verify Degrees, Enrollment & Verification"

Click again on "Verify Now."

Welcome to Verification Services

The National Student Clearinghouse is the trusted source for education verification offering a nationwide collection of enrollment and degree data.

Find out more about our services:
- Current Enrollment
- Degrees & Attendance
- High School Diplomas
- Professional Certifications

Need an immediate verification?

Verify Now ✓

Find Past Verifications
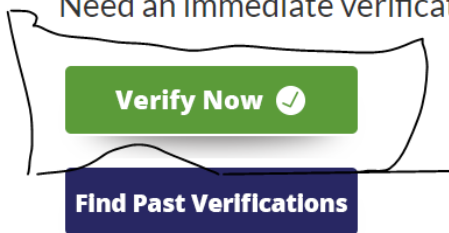
- Nationwide coverage of U.S. degrees and attendance records.
- Immediate online verifications
- Integrated Web services option for high volume requestors
- 24/7 availability

NOW you will click on "I already have an account." You will use the Username and the ***TEMPORARY PASSWORD*** you have received in your email.

Verification Services

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◯ I already have an account

NEXT

Enter the Username and TEMPORARY PASSWORD.

Click on "ACCEPT."

Change password.

NOTE: Current Password is your Temporary Password.

Change Password

Step 2: Change your password.

Current Password:	•••••••• ?
New Password:	•••••
Retype New Password:	•••••

Password Policy
- Password must contain at least 2 alphabetic characters.
- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase letters.
- Password must contain at least 1 numeric characters.
- Password must contain at least 1 special characters.
- Password must contain at least 1 uppercase letters.
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Submit >   cancel

Select three questions and answers them:

Verification Services   **Account Management**

Challenge Questions

Step 3: Select three different challenge questions and provide the answers. Note: The challenge questions will be used to help you retrieve your Web user name or to reset your password.

1. What is the name of your favorite childhood teacher? |
2. What was the make and model of your first car? |
3. What is the country of your ultimate dream vacation? |

Submit >

Then you need to enter the Username and new password you have created:

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Log In

Have an account with us? Log in here.

User Name:

HCCC1

Password:

•••••••••••

Log In

Forgot your user name or password?

System requirements

Service status

Bookmarking this page will result in an error.

Perform a Verification

Create an account for verification services only

Returning verification services customers registered via social media, log in here: Google or LinkedIn

Looking for FTP?

Secure FTP Login

After you log in, then you can start requesting your verification letter.

NATIONAL STUDENT CLEARINGHOUSE

? Help Privacy Contact Home

Welcome, HCCC1 | Log Out

Verification Services

Verification Services

Home > Verification Services

Important Information

There may be delays fulfilling a DegreeVerify request by institutions impacted by Coronavirus-related closures. We appreciate your patience as we work to assist our partner institutions.

Request a Verification

Select the type(s) of verification that you would like to perform and provide the requested information for the subject. Required fields are marked with an asterisk(*).

WHAT would you like to verify?

☐ Degree or School Certificate *(undergraduate or graduate)*
☐ Current Enrollment *(within the past months)*
☐ Dates of Attendance *(for someone who has NOT received a degree)*
☐ Professional Certificate *(business or technical)*

WHO would you like to verify?

| *Student Name: | | | |
| | *FIRST | MIDDLE | *LAST |

Also known as: [ ] [ ] [ ] ✚

Date of Birth: [▾] [▾] [▾]
MONTH DAY YEAR

Your Reference ID: [ ] ?

Submit > Cancel

Verification Services

- Request a Verification
- Find Past Verifications
- Terms and Conditions
- Frequently Asked Questions
- Contact Us

VISA MasterCard Discover
American Express Diners Club JCB

VeriSign Trusted
VERIFY >

Trustwave
Trusted Commerce
Click to Validate

If the student has any issues, they need to contact CLEARINGHOUSE Customer Service for assistance.