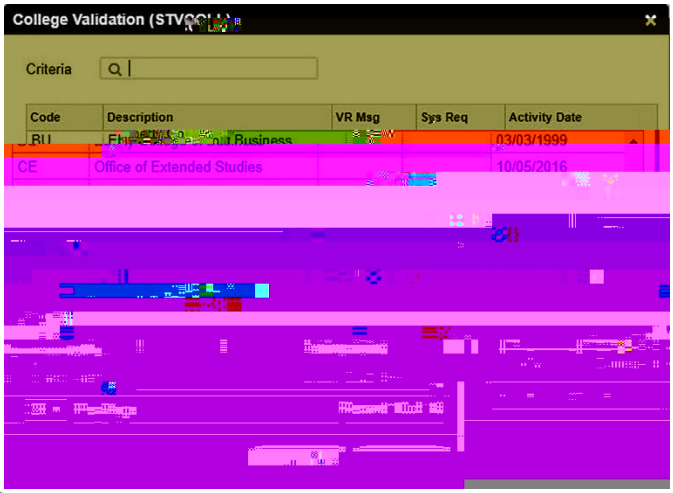
Individual Unofficial Transcripts – Ordering & Printing

(Using SHARQTC and SHRTRTC)

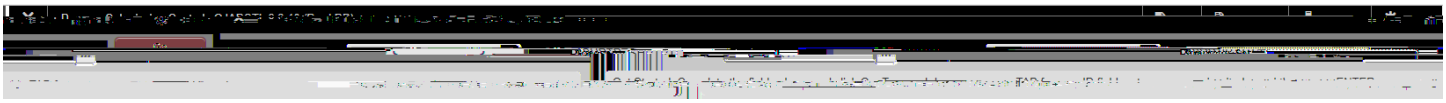
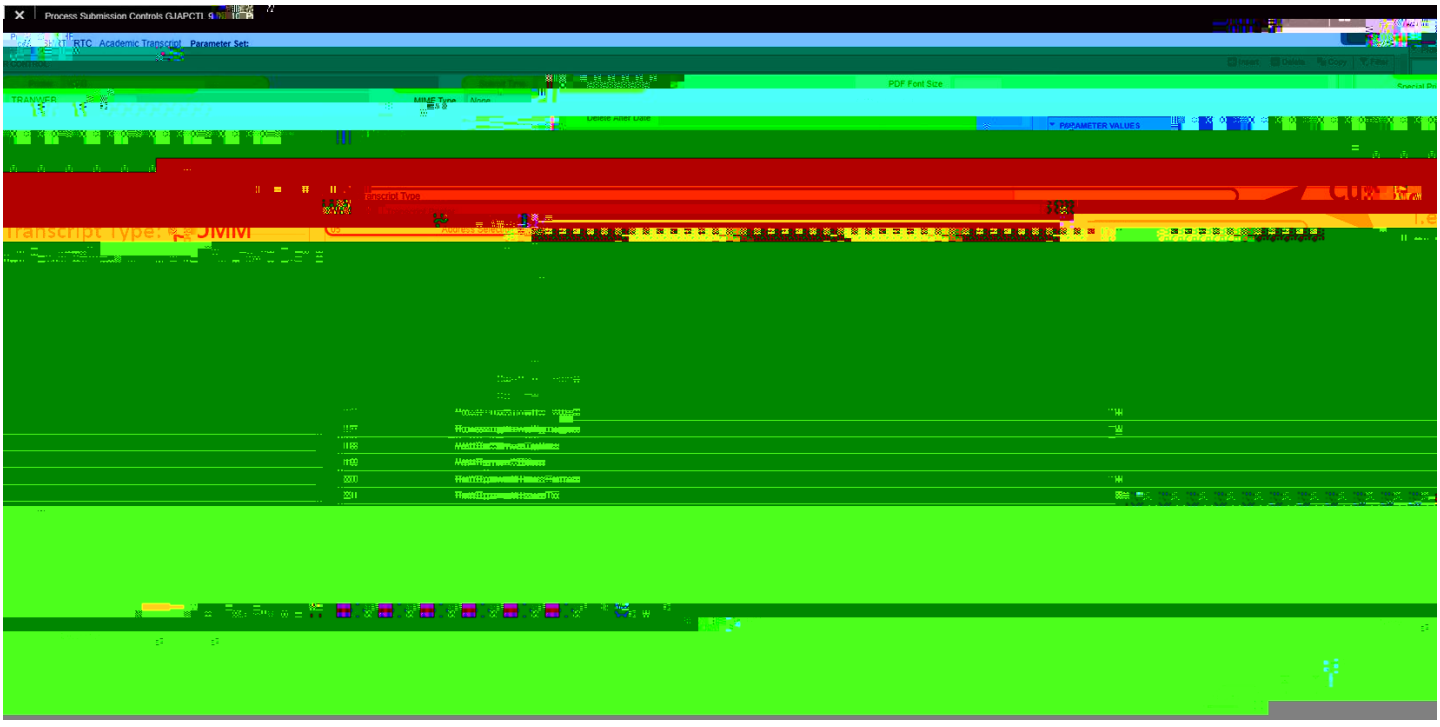
10. Forward to Internal College (optional): The table behind this field is a list of IUP College names. By clicking on the down arrow, it brings up the table below and a college may be selected. This will print the name of the College in the "Issued to" field on the request form and the transcript.

11. If the " " field above is



This box will appear after clicking the drop down on ***Forward to Internal College*** field.

2 Printing Transcripts



1. After all internal transcripts are entered, exit SHARQTC. Open SHRTRTC.
2. This screen will direct you to GJAPCTL, which will process your print job. Click NEXT BLOCK.
3. Enter WEB for Printer. (Reference image below) The SUBMIT TIME field is optional. Leaving this field blank will print transcripts immediately. The format for entering a future time is 00:00 (military time). For example: 23:00, transcripts will print at 11:00 PM.
4. NEXT BLOCK to go to the Parameter Values section of the form.