

How to send Authenticated Digital Transcript of Certifications

1. Login to your Certiport account
2. Click on MY TRANSCRIPTS



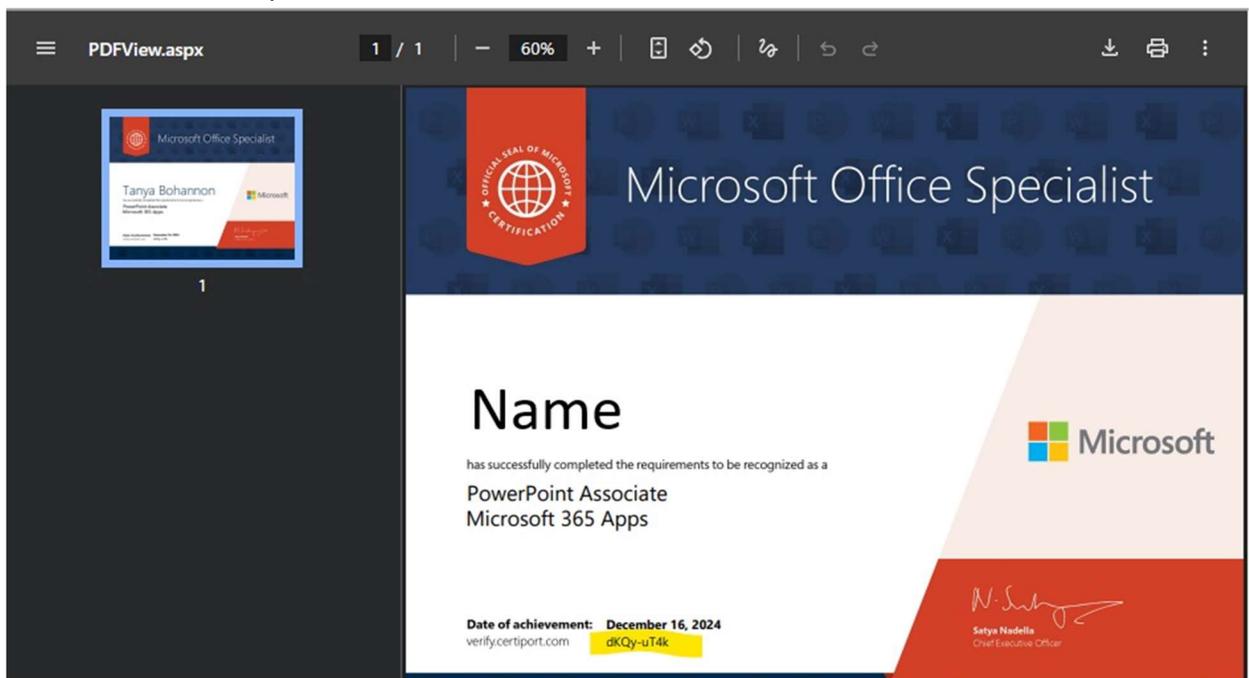
My Transcript

- Display surname first. It can be changed in the **My Profile** section.

3. Click on the red PDF



4. Download and save your Certificate. Make sure it has a verification code like below.



5. Email the Certificate to SBUMOS@tcu.edu and include your TCU student ID number in the email.