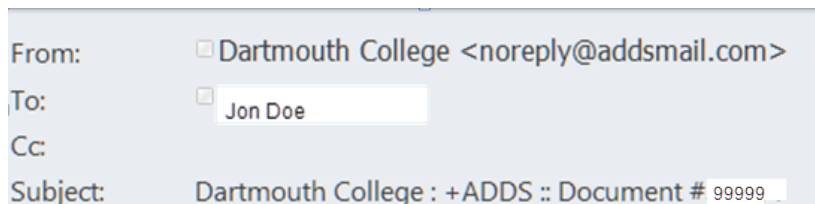


How to Receive and Validate an Official eTranscript

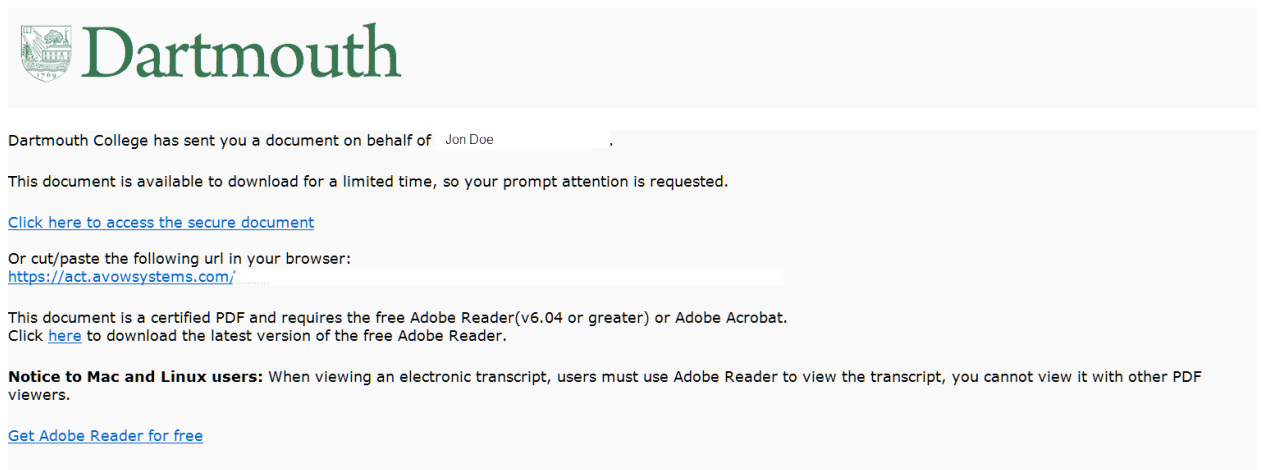
How to Receive an Official eTranscript

When you receive an Official eTranscript from Dartmouth College, you will be notified via email that the eTranscript is ready, retrieve a passcode, and continue to a secure website to download the eTranscript.

Step 1: Receive initial email from Dartmouth College. The subject line will read “Dartmouth College: +ADDS :: Document #99999.”

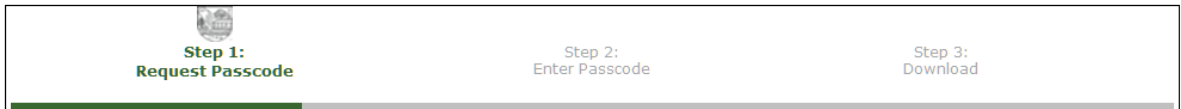


Step 2: The email will contain a link to access the secure document, or you may cut/paste the URL provided into your browser.



The image shows the content of the email. It features the Dartmouth College logo and name at the top. Below that, it states: 'Dartmouth College has sent you a document on behalf of Jon Doe'. It then says: 'This document is available to download for a limited time, so your prompt attention is requested.' There is a link: 'Click here to access the secure document'. Below that, it says: 'Or cut/paste the following url in your browser: https://act.avowsystems.com/'. It then states: 'This document is a certified PDF and requires the free Adobe Reader(v6.04 or greater) or Adobe Acrobat. Click here to download the latest version of the free Adobe Reader.' There is a 'Notice to Mac and Linux users: When viewing an electronic transcript, users must use Adobe Reader to view the transcript, you cannot view it with other PDF viewers.' and a link: 'Get Adobe Reader for free'.

Step 3: Click through the link to access the website and retrieve a passcode for the eTranscript. Click "Next" to generate an email with the passcode



Step 1: Request Passcode

The document being delivered is secure and therefore requires a passcode to access. Click *Next* to generate the email containing the passcode.

[Help/ Further Information](#)

Next

For any further questions or help, please contact the appropriate Registrar's Office using the information on the [Official eTranscript Help Page](#).

Step 4A: An email will be sent to you containing a 6-character passcode:



Thank you for using the Dartmouth College Document Delivery Service. Contained in this email is the code that is needed to gain access to the document.


Document access code: 09jklm

Step 4B: Copy/paste that passcode into the secure website (the window should still be open from Step 3), then click "Next".

Dartmouth College document delivery service

[Help/Additional Information](#)
[Log Off](#)



Step 1: Request Passcode	 Step 2: Enter Passcode	Step 3: Download
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Step 2: Enter Passcode

An email containing the passcode was sent to: Jon.Doe.DM@Dartmouth.edu Please enter the passcode value from the email.
Note: If the email doesn't appear in your inbox, please check your spam/junk box.

Passcode:

Next

Step 5: Download the eTranscript and attachment (if included). Dartmouth Official eTranscripts are available for 30 days, and may be downloaded up to 7 times. Once downloaded, they can be stored and validated for many years.



Progress bar showing three steps: Step 1: Request Passcode, Step 2: Enter Passcode, and Step 3: Download (highlighted).

Step 3: Download

The document utilizes Adobe's secure certified PDF technology and therefore may only be viewed using the free Adobe Reader.
([click here for more info...](#))

Requestor Name	Doc ID	Secure Document	Publish Date	Download By	Downloads Remaining	
Jon Doe	36844	36844_eTranscript(GeiselSchoolofMedicine).pdf	2013-01-28	2013-02-27	7	Download

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Note: When printing out an unofficial copy of the certified PDF you may need to adjust your printer settings in order to prevent cropping the document.

Returning User?

Setup an account for easier access!

You may create an account to access documents instead of requesting a pass code for every newly delivered document. This is entirely optional, but will benefit those who access this site frequently.

Congratulations! You have now retrieved an Official eTranscript from Dartmouth College. To verify that your e-transcript is an authentic certified PDF review "How to Validate an Official eTranscript."

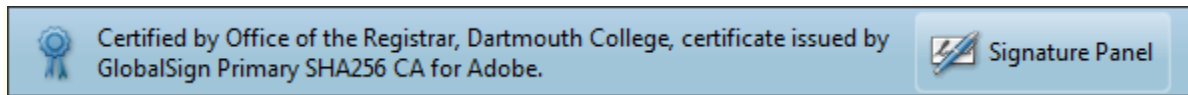
How to Validate an Official eTranscript

Note to Mac and Linux users: To view an electronic transcript, you must use [Adobe Reader](#). The electronic transcript cannot be viewed with other PDF viewers.

Dartmouth's Official eTranscript is a certified PDF that displays a blue ribbon on the notification bar across the top of Adobe Reader, ensuring the recipient that the digital signature is authentic and the contents of the Official eTranscript have not been altered. Please note if you are using an older version of Adobe Reader, the blue ribbon will be displayed on a pop-up screen and in the lower left corner of the application's frame.

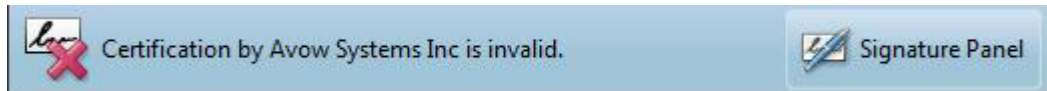
Valid Signature

The blue ribbon indicates that Dartmouth's digital signature is authentic and that the document's contents have not been changed or altered.



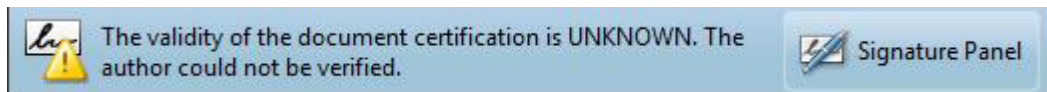
Invalid Signature

If the blue ribbon indicates that the document is "invalid", then the document should be rejected. The invalid status could be due to several reasons, such as an inauthentic digital signature or an alteration to the document. In all cases, reject a document that is invalid.



Author Unknown

If the blue ribbon indicates that the validity of the document is "Unknown", make sure the computer has an active internet connection. If there is a properly working internet connection and the digital signature cannot be validated, reject the document.



Important Note: The Official eTranscript is considered "Official" in PDF format only. If printed, the word "VOID" will appear repeatedly to indicate that the paper copy is not an official institutional document.

For More Information

If you have any questions regarding the authenticity of a document, please contact the Geisel Registrar's Office at 603-650-2248 or Geisel.Registrar@Dartmouth.edu.