

## **Ordering Your National Leadership Conference Transcript(s) Online**

(National Leadership Conference transcripts (including **NYLF, NYLC, ISLP, GYLC, WYSE, and WJMC**) ordered through this service costs \$10 each as well as any express delivery options.

1. Go to <https://www.credentials-inc.com/tplus/?ALUMTRO003749>
2. Click on "Start My Order." Fill in the required information, and then click on "Next." You do not need to provide a social security number since your SSN is not in our system, but you will need to provide your student ID number ("G number"). Make sure to use an upper case G when entering this information.
3. Complete your contact information on the next page and then click on "Next."
4. Choose your method of processing and any other special conditions, and then click "Next."
5. Choose your recipients (yourself or another institution). You may choose from pre-filled recipients or you may type the name and address. Once you have entered and confirmed the information for your recipient, click on "Next."
6. Choose the delivery method for your recipient and click on "Next."
7. You may add other recipients (maximum of five on one order) at this point, or you can click on "Next" to proceed.
8. Review your order summary and click "Next" when you are sure everything is correct.
9. Enter the information for your payment card (Visa, MasterCard, American Express, or Discover/Novus). Complete the "Credentials Credit Card Agreement" and click "Next" to confirm your order.
10. If you are using credit card where the name on the card does not match the name on the student's record (e.g. using a parent's credit card), TranscriptsPlus will email an authorization form to the student (at the email address provided on the order). This form will need to be completed and then mailed or faxed to TranscriptsPlus before the order is completed.

If you have any questions about this process, please call 703-993-5010 or email [leaders@gmu.edu](mailto:leaders@gmu.edu).