

Uploading Transcripts

1. You will need to go to banner web (at the top right of the SRTC website).
2. Enter Secure Area
3. Enter your user ID and Pin using the directions listed at the top of that webpage and login
4. Select Student Services & Financial Aid
5. Select Student Records
6. Select Academic Transcript
7. Transcript Level should automatically say all levels and transcript type should automatically say official paper transcript so select the submit button
8. Your transcript should appear on the screen (unless you have a hold on your account)
9. Highlight the entire page, right click, copy the text
10. Open a word document, right click, paste the text into the document
11. Save the document with your transcript
12. Go into your AwardSpring scholarship account
13. Go to the academic status tab
14. Select the upload option
15. Choose your transcript from the list where you saved it