Appendix I

1. Sign up a Certree Individual Account at Certree.com



2. After signing up, click on Request My Documents button in My Vault.



3. Search Randolph Community College to request your transcripts



4. Select Official Academic Transcript (or Document Type needed)

Provide Certree	
 My Vault Verifier Request Request Document identity Settings Tutorial Sign Out 	Select Document Type Select the type of document you would like to request from Randolph Community College: Employment: Proof of Employment Proof of Employment & Income Education: Official Academic Transcript Proof of Degree Proof of Enrollment Go Back

5. In Request Form, make sure the email request is sent to rccwc@randolph.edu (default email)



6. Go through facial recognition to verify your identity

You are in a Sandbox environment. No You are in a Sandbox environment. No Owerifications or extractions are performed and you will see simulated data. Learn more.	
Don't show me again.	
Verifier Request ENTER RANDOLPH COMMUNITY COLLE We need some information to help us confirm	
Request Document Official Email Address* your identity.	
randolph@mailinator.com	
V))1 (dentity For education iscords, the admission & records afflue Expically used. If you are snowe of the official enail and Profile Control (Control (C	
Settings organization: consider reaching out to them via photon the correct small address for sending Data Subject April	
Tutorial ENTER YOUR INFORMATION TO HELP RAN	
E Sign Out Your First Name* By clicking the button below, you consent to Persona, our vendor, collecting,	
ALEXANDER J using the service providers to process your biometric information to verify our identity, identify fraud, and inform Alexandra and a service of the service of	
Your Date of Birth *	
07/17/1977 Begin verifying	
Your Student ID	
Pass verifications	

- 7. Once you pass the authentication, your request for a transcript will be sent to your college registrar's office for processing. An email will be sent to you once your transcript is issued to your Certree vault.
- 8. Sign in your Certree Individual account to view the transcript issued to you. Click on the transcript to review for accuracy, share via download, email, text, or fax.

