

Electronic Transcript Exchange

Quick Start Guide



The **Electronic Transcript Exchange (ETX – sFTP and Plus)** is a secure global exchange that enables institutions, educational organizations, scholarships and application services to send and receive transcripts via the Clearinghouse's secure site and sFTP.

Benefit	ETX Plus	ETX FTP	ETX sFTP
User-specific login on secure site	✓		
Shared login per department box		✓	
Bulk download capability	✓	✓	
Automatic download via a script			✓
Easily see if orders have or have not been downloaded	✓	✓	✓
Easily identify and search for students, sending institutions, departments, order numbers, and dates/times.	✓		

How Electronic Transcript Exchange (ETX) Works

During the transcript ordering process, the student will select the recipient school or organization. If the recipient entity participates with ETX, the student would have the ability to select an appropriate receiving department ETX box. The order is provided to the sending institution to fulfill, then the transcript is delivered to the recipient who receives a notification that a new transcript is available for download. Users at the recipient institution can log in to the Clearinghouse secure site (**ETX Plus**) or sFTP site (**ETX FTP**) to view and download the transcripts.

If an institution wishes to send a transcript to a ETX recipient institution/organization outside of the Transcript Ordering service, they directly upload the transcript to the sFTP site. Once the transcript is uploaded the ETX receiving department will receive an email notification to login to the sFTP site and download the transcript.

Things to Know About Electronic Transcript Exchange (ETX)

- Tracks transcript delivery receipt. Retrieved email notification is sent to requestor once transcript is downloaded (**ETX Plus**)
- Emails can be configured per user for the receiving department to once a day, twice a day, each order, or no emails. (**ETX Plus**)
- Transcript files are stored in the recipient's secure ETX account for 180 days and then are automatically deleted.

Please see help.studentclearinghouse.org for additional assistance

Roles to Know

- **Receive Email Notification** – Receives email notifications regarding received transcripts pending download. (**ETX Plus**)
- **Receive Transcripts** – Responsible for receiving the transcripts on behalf of the designated office or department of the institution. (**ETX Plus**)
- **FTP Email Notifications** – Receives email notifications for transcripts received in the FTP. For new emails/updates, the account would need to be updated by school once signed into the FTP box. (**ETX FTP**)

Please note:

- FTP mailboxes utilize one login credential (username/password) per school. Please share the login accordingly.
- If additional email addresses need to receive notifications when FTP transcripts are received, a user with login credentials should log into box, click on My Account, then scroll to Edit Email Settings. Add/update emails as needed then click on Change Email Settings button to save changes.

Contacting Us

ETX Login Assistance –
ftpadmin@studentclearinghouse.org



National Student
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