Electronic Transcript Exchange Flow

1. Request for transcript sent to School A

2. School A queries Clearinghouse website to find out if School B participates in ETX and what file format it accepts

School A

3. School A logs on and uploads transcript naming School B as recipient

4. School A receives an email acknowledging file receipt

Clearinghouse Secure Network

Secure FTP Mailboxes

School A

5. Clearinghouse validates recipient and file type and places transcript in School B's secure FTP mailbox

School B

6. School B receives an email that a transcript is ready for pick-up

7. School B logs on and retrieves transcript

School B