

Simply Revolutionary: Michigan State University's Electronic Transcript and Certified Document Solution

Kristin Schuette
Associate Registrar for Technology
schuett1@msu.edu

Scott Owczarek
Associate Registrar
owczare6@msu.edu

AACRAO Tech 2008
Session ID: 006
July 10, 2008

Registrar's Office Web Site

reg.msu.edu

Office of the Registrar

MICHIGAN STATE
UNIVERSITY

Gen Info &
Policies

Calendars

Enrollment &
Registration

Programs
& Courses

Graduation &
Honors

Student
Services

Faculty &
Staff

Quick Links

- [Academic Calendar](#)
- [Academic Programs](#)
- [Address Changes](#)
- [Classroom Events](#)
- [Confidential Message Center](#)
- [Course Descriptions](#)
- [Degree Navigator](#)
- [Enrollment](#)
- [Faculty/Staff Forms](#)
- [Frequently Asked Questions](#)
- [Graduation Application](#)
- [Instructor Systems](#)
- [Schedule of Courses](#)
- [Transcripts](#)



Upcoming Important Dates

- 4/12/08** - Initial tuition billing statements available electronically on STUINFO for Summer.
- 4/25/08** - Classes end for Spring 2008
- 4/26/08** - Open Enrollment begins for Fall 2008 and Spring 2009.
- 4/28/08 - 5/2/08** - Final exams for Spring 2008

Other News

Registrar's Office offers new online services:
[Official Electronic Transcript Delivery](#) and the [Michigan Transfer Network](#)

[Site Map](#) | [Contact Us](#) | [Search MSU](#)

© 2008 Office of the Registrar, Michigan State University Board of Trustees.
MSU is an affirmative-action, equal-opportunity employer.

Transcript Request

Michigan State University Transcript Request

Official transcripts cost \$5.00 each.

Visa, Mastercard, Discover and American Express credit cards and ACH payments are accepted for web orders.

MSU Transcript requests submitted by 1pm EST are processed the same business day.

Delivery Options:

- Paper - The traditional delivery method of paper sent via US Mail.
- **New!** Electronic (PDF) - Intended recipients will receive an email with a secure access code and a link to a secure website where the Official Transcripts will be presented via PDF. In addition to the email address, you will need to provide the name and address of the recipient. It is your responsibility to notify the recipient that you requested electronic delivery and he/she should expect an email from rotran@msu.edu. If you place your order online, you will receive an email when the transcript notice has been sent to the recipient and when the transcript has been viewed.

[More information on electronic transcripts.](#)

If you are the intended recipient of a transcript and have a Secure Access Code, proceed to the [MSU Official Electronic Transcripts page](#).

To order your transcripts online, your identity must be validated.

[Validate and order using MSUNet ID and password](#) (recommended for current and recent students).

- or -

[Validate and order using date of birth and either PID \(student number\) or SSN.](#)

If you plan to pay by check or money order, follow the instructions on the [Transcript Request Mail-in Form](#).

Current and recent students may want to review their records in [STUINFO](#), as this will be the information reflected in the transcript.

Current and recent students may also update their addresses via the [Change of Address Request Form](#).

Michigan State University College of Law transcripts cannot be ordered through this site.
For information about ordering College of Law transcripts, contact the [College of Law Registrar's Office](#).

Electronic
Transcript
Information

Electronic
Transcript
Pick-up

Electronic
Transcript
Request

Online Transcript Requests

- Electronic Signature
 - MSU NetID & password
 - Name, Birth Date, Student Number and/or SSN
- Check for holds – direct to office with hold and stop order
- Additional benefit: sends updated address information to Change of Address System
- Online Orders vs In Person/Mail
 - 2002 : 39%
 - 2004: 54%
 - 2008(to date): 66%



Electronic Transcript Information

<http://reg.msu.edu/Transcripts/>

● The Process

- Student provides recipients email address
- Student notifies recipient transcript will be delivered electronically – expect email from rotran@msu.edu
- Registrar's Office processes order
- Recipient emailed *Secure Access Code* and a link to the website
- If valid code is entered, transcript presented in PDF format

● Advantages

- Quick response time: transcript delivered < 1 day
- Delivery and viewing email notices to student

● Security

● Questions

Order Form

Transcript Order #1

Is the transcript going to be sent to you? Yes No

Please note: If an official transcript is needed, the transcript must be sent directly to the business or institution by Michigan State University.

New! Delivery Format Option!

Official Transcripts can now be delivered as paper or electronically.

Delivery Format Paper - The traditional delivery method of paper sent via US Mail.

Electronic (PDF) - Intended recipients will receive an email with a secure access code and a link to a secure website where the Official Transcripts are presented via PDF.
[More information about electronic delivery.](#)

Number of copies to send to the following recipient

1

Send transcript to	<input type="text" value="Roberta Kelley"/>
Email Address	<input type="text" value="kelleyro@msu.edu"/>
Address line 1	<input type="text" value="150 Administration Building"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4	<input type="text"/>
Country	<input type="text" value="United States"/> ▼
City	<input type="text" value="East Lansing"/>
State or Province	<input type="text" value="Michigan"/> ▼
Zip or Postal Code	<input type="text" value="48824"/>

Order Loaded to SIS

- RO Staff run a “macro” program to load the order to the Student Information System (SIS)
- Data should be good, due to up-front checks (identity, holds, etc.), very few load errors
- Orders loaded quickly – about 5 minutes to load 100+ orders
- As each order is loaded, the program pauses if a potential match to a registered user is found and prompts RO Staff to override paper delivery

What may have been a paper transcript is
now electronic...

Registered Users

- Registered User: an institution, educational or not, has expressed an interest in receiving all transcripts from MSU electronically, via fax or on our website (email)
- 24 registered users
 - 13 Fax
 - 11 Email

E Transcript Registered User Update [Main Menu](#)

Kristin Schuette, RO Thursday, 7/3/2008

Update the information below as needed. Click the update button when finished.
Note: Fields marked with an asterisk (*) cannot be edited once submitted.
You must also come back to this page to set the initial password.

User ID*: User ID is system assigned.

User Name: (Limited to 35 Characters for SIS purposes)

Account Type: Fax Email

Include Transcript Key: Yes No

Email:

Fax:

Search String: *Please contact RO Information Services to set this value.*

Phone:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Locked Out: No

Registered User Detection Example

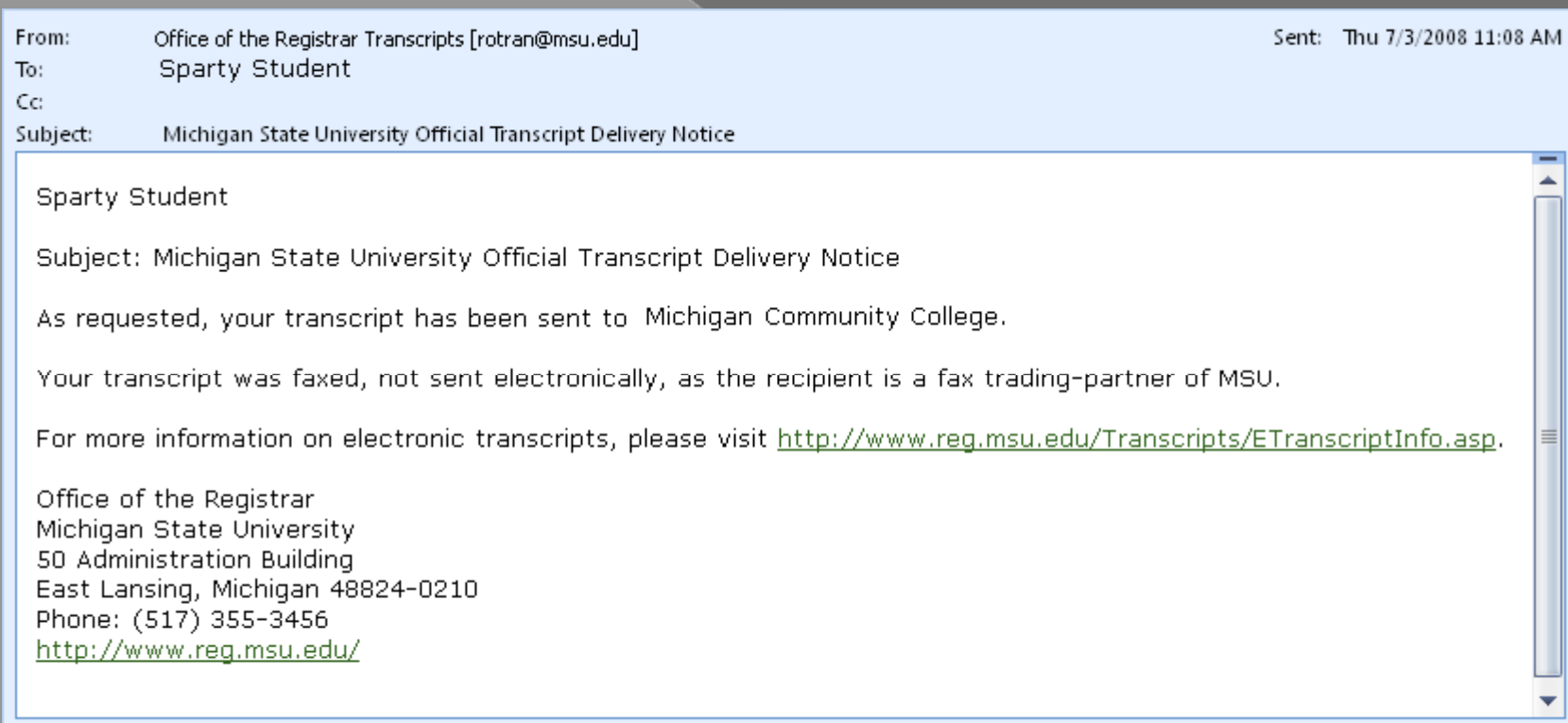
- A former student orders transcript to be delivered to Lansing Community College (LCC):
 - Enrollment Services-1121
 - Lansing Community College
 - P.O. Box 40010
 - Lansing, MI-Michigan 48901
- The program detects a potential match due to keyword matches in address:
 - "Lansing Community College" or "LCC"
 - and -
 - "Enrollment" or "Admissions" or "Registrar" or "40010"
 - and -
 - City = "Lansing"
- Prompt for RO Staff:
 - > Fax/Email Institution possibly detected. Should this transcript be Faxed/Emailed to the Institution? 'Yes' to fax/email, 'No' to mail.
 - If No, paper delivery as usual
 - If Yes, transcript delivered via fax/email – no paper!
- LCC is a registered "email" user, therefore an email notification will be sent to LCC indicating a transcript is ready for pick-up

eTranscript Generation

- SIS writes transcripts to a text file
- Text file FTP'd to RO server
- RO Program:
 - > Opens the text file and reads each line, detecting information, such as student name and number and recipient name, fax or email, and address
 - > Creates a pdf file for each student/transcript
 - > Registers each creation in a log table, records the information from the transcript, and generates and logs the secure access code
 - Fax delivery – transcript immediately sent to fax server and delivered to recipient secure fax machine
 - Email delivery – email notice immediately sent to recipient for transcript pickup
 - > “FYI” email sent to student if online order and electronic delivery requested

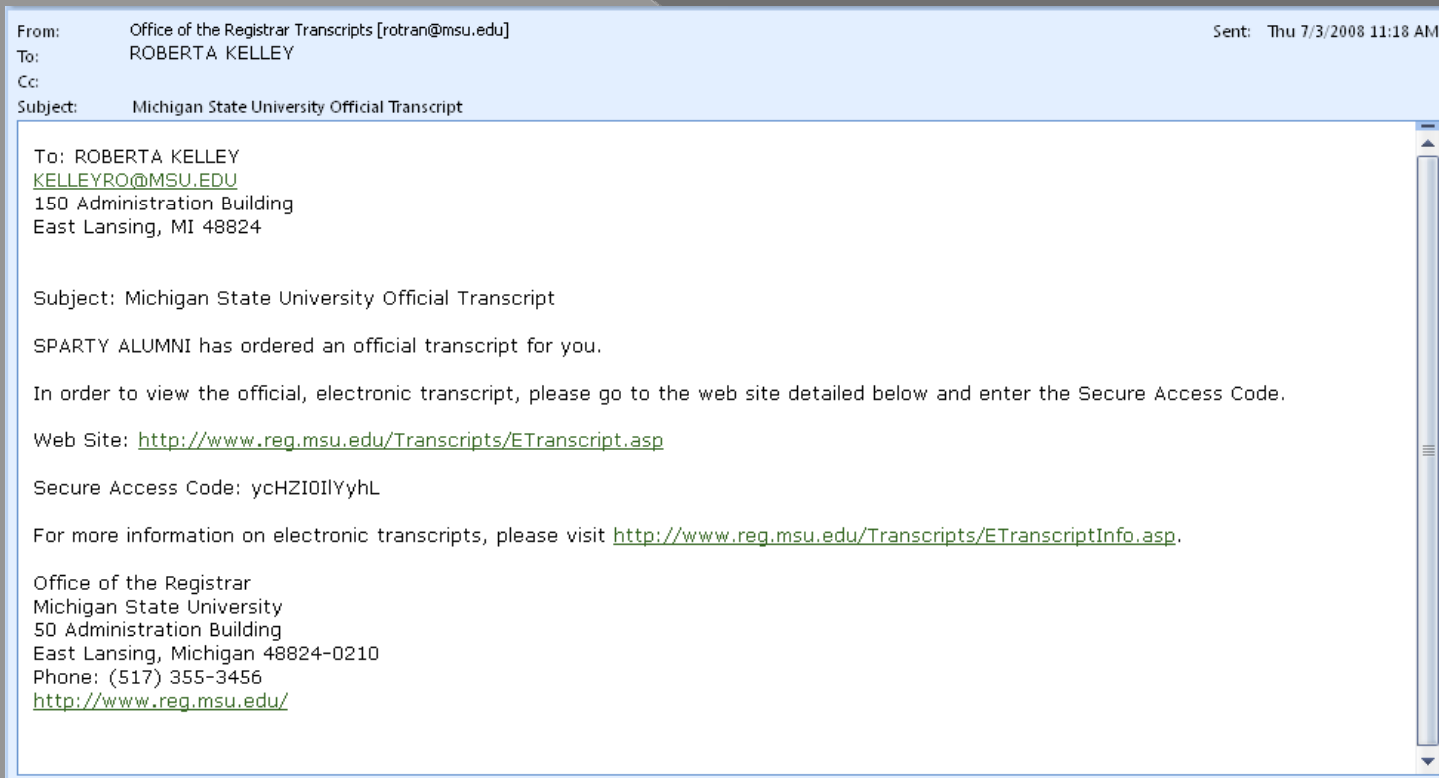
Fax Delivery Override

- If student ordered electronic delivery, we notify student of fax transmission
 - Once fax is sent, order is complete – no further action takes place



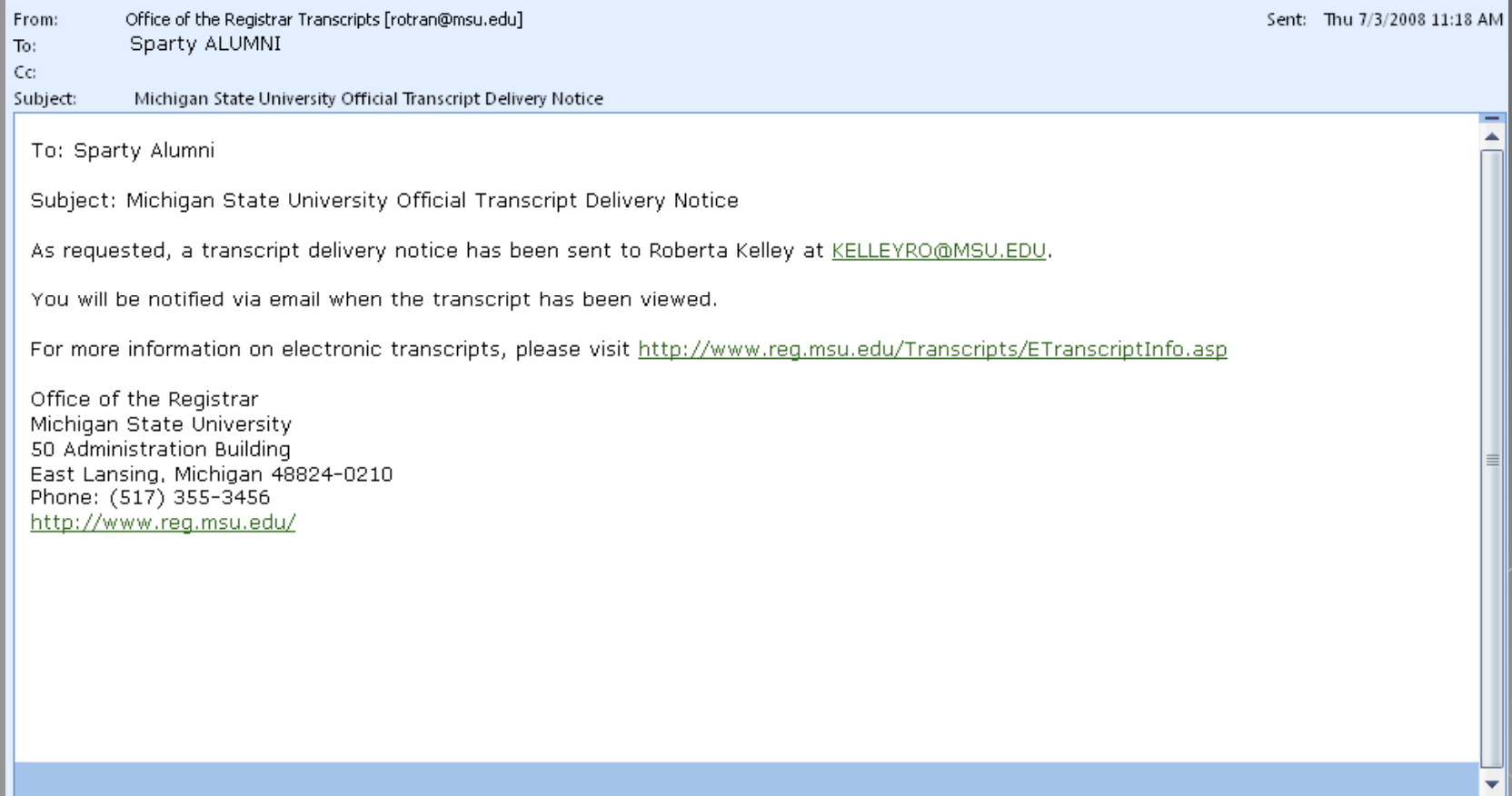
Email to Recipient

- Whether registered user or not, email sent with *Secure Access Code*
 - > Registered User can access system with secure access code or user account.



FYI Email to Student

- Student gets email FYI when ordered online and electronic delivery



Pick-up Site

- All users directed to one location

Michigan State University
Official Electronic Transcripts

To access an official electronic transcript, please complete the following form.

You will need to enter the secure access code from the notification email.
It may be easiest to copy/paste the code to this page.

When finished, press the submit button at the bottom of the page.

[More Information About Electronic Transcripts.](#)

If you would like to order a transcript, please submit a [Transcript Request](#).

If you are a frequent user and have a userid and password to this system, [log in here](#).

Your Name

Your Telephone Number

Your Email Address

Secure Access Code

All transcripts are displayed in PDF (Portable Document Format). If you do not have a PDF reader installed on your system, you can download the free [Adobe Reader](#).

Registered
User Link



Registered User Login

- Registered email address and password

Electronic Transcript Registered User Login

To access all official electronic transcripts for your account, please enter your user id and password below.

When finished, press the submit button at the bottom of the page.

[More Information About Electronic Transcripts.](#)

Registered Email Address

Password

Submit

All transcripts are displayed in PDF (Portable Document Format). If you do not have a PDF reader installed on your system, you can download the free [Adobe Reader](#).

Registered User Menu

- Registered users can...
 - Change password (recommended at first login)
 - View MSU's Key to Transcript
 - Click on student's name to view transcript
 - Review last viewed date
 - Access transcripts for up to 30 days

Electronic Transcript Registered User View List Log Out

**By viewing a transcript listed below, I certify that I am the intended recipient of this transcript.
This information will be maintained on a confidential basis and will not be shared with any other person or entity, except as authorized by the
[Family Educational Rights and Privacy Act.](#)**

To view a transcript, click on the student's name.
Transcripts can only be viewed 20 times and are only available for 30 days.

[Change Password](#)
[View MSU's Key to Transcript](#)

Student	Recipient	Last Viewed
STUDENT, SPARTY A	Lansing Community College	-
ALUMNUS, SPARTY	Lansing Community College	11/26/2007 10:06:42 AM
STUDENT, SPARTY	Lansing Community College	11/27/2007 12:10:36 PM
SMITH, JANE	Lansing Community College	11/26/2007 10:24:25 AM

All Recipients - Code Verification

- Secure Access Code from email notification

Michigan State University
Official Electronic Transcripts

To access an official electronic transcript, please complete the following form.

You will need to enter the secure access code from the notification email.
It may be easiest to copy/paste the code to this page.

When finished, press the submit button at the bottom of the page.

[More Information About Electronic Transcripts.](#)

If you would like to order a transcript, please submit a [Transcript Request](#).

If you are a frequent user and have a userid and password to this system, [log in here](#).

Your Name

Your Telephone Number

Your Email Address

Secure Access Code

All transcripts are displayed in PDF (Portable Document Format). If you do not have a PDF reader installed on your system, you can download the free [Adobe Reader](#).

Access Errors

MSU Official Electronic Transcripts

Secure Access Code Verification

Error!

Either the Secure Access Code is not valid or it has expired.

If you think you entered the code incorrectly, you may [go back and try again](#).

- No match on Secure Access Code
- Transcript has "expired"
- Maximum view limit exceeded
- Numerous incorrect Secure Access Codes entered....IP is blocked from system

Code is Verified

MSU Official Electronic Transcripts

Secure Access Code Verification

Your Secure Access Code has been verified.

According to our records, this transcript was ordered by:

SPARTY ALUMNI

Intended for:

ROBERTA KELLEY

KELLEYRO@MSU.EDU

150 Administration Building

East Lansing, MI 48824

I certify that I am the intended recipient of this transcript.

This information will be maintained on a confidential basis and will not be shared with any other person or entity, except as authorized by the [Family Educational Rights and Privacy Act](#).

I agree with the above statements and wish to view the transcript.

View Transcript

View Transcript

1 / 3 65.2% Find

Pages ×

Options ▾

1

2

3

THIS DOCUMENT IS OFFICIAL ONLY IF OBTAINED DIRECTLY FROM MICHIGAN STATE UNIVERSITY.

MICHIGAN STATE UNIVERSITY
OFFICIAL ACADEMIC TRANSCRIPT

PRINTED: 05/22/07
PAGE: 01 OF 02

ALUMNI, SPARTY

STUDENT ID: A2222222

COURSE	TITLE	CRS	GRADE	S	H	COURSE	TITLE	CRS	GRADE	S	H
PREVIOUS/TRANSFER INSTITUTIONS						SUMMER QUARTER 1992 06/24/92 - 07/29/92					
HOLT HIGH SCHOOL						F I 391 FINANCIAL MANAGEMENT					
HOLT MI						CUM CREDITS : 111.0 CUM GPA : 3.7227					
UNDERGRADUATE CREDIT						EFFECTIVE FALL 1992, MSU CONVERTED FROM THE QUARTER CREDIT SYSTEM TO THE SEMESTER CREDIT SYSTEM					
ADVANCED PLACEMENT						TOTAL SEM. CUM CREDITS : 74 CUM GPA : 3.7227					
MSU QTR CREDITS ACCEPTED: 10.00						FALL SEMESTER 1992 09/01/92 - 12/31/92					
UNDERGRADUATE CREDIT						FI 312 INTRODUCTION TO INVESTMENTS 3 3.5					
FALL QUARTER 1990 09/20/90 - 12/07/90						GRM 311 ADV GERMAN BUSIN EMPHASIS I 3 3.5					
ANP 171 INTRO TO SOCIOCULTURAL ANTH 3 4.0						MCT 303 MATERIALS & LOGISTICS MGT 3 3.5					
ATL 131 WRITING MGR CURRENTS AMER EXP 3 4.0						STT 315 INTRO PROB & STAT FOR BUSINESS 3 4.0					
GRM 101 ELEMENTARY GERMAN 4 4.0						CUM CREDITS : 86.0 CUM GPA : 3.7079					
GRM 242 GERMAN LIT IN ENG TRANSLATION 4 4.0						DEAN'S LIST					
N S 135 NATURE & CONTINUITY OF LIFE 4 3.0						SPRING SEMESTER 1993 01/12/93 - 05/07/93					
CUM CREDITS : 24.0 CUM GPA : 3.7142						ACC 300 INTERMEDIATE FINANCIAL ACCT I 3 3.5					
DEAN'S LIST						EC 340 SURVEY OF INTERNL ECONOMICS 3 4.0					
WINTER QUARTER 1991 01/04/91 - 03/15/91						GRM 312 ADV GERMAN BUSIN EMPHASIS II 3 4.0					
ANP 171 INTRO TO SOCIOCULTURAL ANTH 4 3.5						MTA 300 MANAGERIAL MARKETING 3 3.5					
ATL 122 WRITING AMERICAN EXPRESSION 3 3.5						CUM CREDITS : 98.0 CUM GPA : 3.7135					
FSC 101 FOOD AND SOCIETY 3 4.0						DEAN'S LIST					
GRM 102 ELEMENTARY GERMAN 4 3.5						SUMMER SEMESTER 1993 05/17/93 - 07/01/93					
GRM 242 GERMAN LIT IN ENG TRANSLATION 3 3.5						GRM 493 OVERSEAS INTERNSHIP 3 I 3.5					
CUM CREDITS : 41.0 CUM GPA : 3.6451						CUM CREDITS : 101.0 CUM GPA : 3.7067					
DEAN'S LIST						FALL SEMESTER 1993 08/30/93 - 12/17/93					
SPRING QUARTER 1991 03/27/91 - 06/07/91						FI 413 MGT OF FINANCIAL INSTITUTIONS 3 3.5					
ATL 123 WRITING AMERICAN EXPRESSION 3 3.5						FI 451 INTERNL FINANCIAL MANAGEMENT 3 4.0					
GRM 103 ELEMENTARY GERMAN 4 4.0						MCT 302 MGT & ORGANIZATIONAL BEHAVIOR 3 3.5					
GRM 243 GERMAN LIT IN ENG TRANSLATION 3 3.5						ML 317 QUANTITATIVE BUSINESS RES METH 3 4.0					
S S 203 AMERICAN AND WORLD PROBLEMS 4 3.5						CUM CREDITS : 113.0 CUM GPA : 3.7115					
CUM CREDITS : 55.0 CUM GPA : 3.6444						DEAN'S LIST					
DEAN'S LIST						SPRING SEMESTER 1994 01/12/94 - 05/06/94					
SUMMER QUARTER 1991 06/19/91 - 08/30/91						FI 414 ADVANCED BUSINESS FINANCE 3 4.0					
EC 201 INTRODUCTION TO MICROECONOMICS 4 4.0						FI 455 COMPUTER APPL FINANCL MODELING 3 4.0					
EC 202 INTRODUCTION TO MACROECONOMICS 4 3.5						CBL 395 LAW PUBLIC POLICY & BUSINESS 3 3.5					
N S 135 COSMOLOGY HUMAN PLACE UNIV 4 2.0						MCT 409 BUSINESS POL & STRATEGIC MGT 3 4.0					
CUM CREDITS : 67.0 CUM GPA : 3.5438						CUM CREDITS : 125.0 CUM GPA : 3.7261					
DEAN'S LIST						DEAN'S LIST					
FALL QUARTER 1991 09/26/91 - 12/13/91						BACHELOR OF ARTS GRANTED: 05/06/94					
ANP 250 CULTURE, ENVIRON & ADAPTATION 4 4.0						MAJOR: FINANCE					
CPS 100 ABOUT COMPUTERS 4 4.0						COLLEGE: ELI BROAD COLLEGE OF BUSINESS					
GRM 201 INTERMEDIATE GERMAN 4 4.0						WITH HIGH HONOR					
CUM CREDITS : 79.0 CUM GPA : 3.6231						-----CONTINUED ON PAGE 02-----					
DEAN'S LIST						PROVIDED SOLEY FOR:					
WINTER QUARTER 1992 01/08/92 - 03/20/92						ROBERTA KELLEY					
ACC 201 PRINCIPLES OF ACCOUNTING 5 4.0						KELLEY@MSU.EDU					
GRM 202 INTERMEDIATE GERMAN 4 4.0						150 Administration Building					
HNE 102 NUTRITION FOR HUMANS 3 4.0						East Lansing, MI 48824					
HST 242 ECONOMIC AND BUSINESS HISTORY 4 4.0						<p style="text-align: center;"> Duqald McMillan Acting University Registrar </p>					
CUM CREDITS : 94.0 CUM GPA : 3.6904											
DEAN'S LIST											
SPRING QUARTER 1992 04/01/92 - 06/12/92											
ACC 202 PRINCIPLES OF ACCOUNTING 5 4.0											
EC 224 MACROECONOMICS I 3 4.0											
GRM 203 INTERMEDIATE GERMAN 4 3.5											
CUM CREDITS : 106.0 CUM GPA : 3.7083											
DEAN'S LIST											
-----END OF COLUMN-----											

View FYI to Student

- Notice sent to student each time transcript is viewed

From: Office of the Registrar Transcripts [rotran@msu.edu] Sent: Thu 7/3/2008 12:07 PM
To: Sparty Student
Cc:
Subject: Michigan State University Official Transcript Viewing Notification

To: Sparty Alumni

Subject: Michigan State University Official Transcript Delivery Notice

The transcript you ordered for Roberta Kelley (KELLEYRO@MSU.EDU) was viewed on Thursday, July 03, 2008 at 12:07:13 PM.

For more information on electronic transcripts, please visit <http://www.reg.msu.edu/Transcripts/ETranscriptInfo.asp>

Office of the Registrar
Michigan State University
50 Administration Building
East Lansing, Michigan 48824-0210
Phone: (517) 355-3456
<http://www.reg.msu.edu/>

Admin Tools

- Search etranscript activity log (Log everything!!)
- View pdf transcript
- Correct fax number/email address and resend
 - > Resending email will reset Secure Access Code
- Unblock an IP address
- Delete a transcript
- Manage registered users

Electronic Transcript Activity Search Results										Main Menu
Kristin Schuette, RO						Thursday, 7/3/2008				
<p>To view the transcript, click on 'Create' in the Activity column.</p> <p>To send a transcript to a corrected email address, to reset the Secure Access Code, or to delete the Electronic Transcript, click on the first Log ID value (far right column).</p> <p>To view details for a specific IP Address, click on an IP Address.</p>										
PID	Date	Type	Activity	Email	Fax	Online RO Order#	Log Details	IP Address	Log ID	
A22222222	11/19/2007 9:52:20 AM	Email	Create	KELLEYRO@MSU.EDU		82562	ALUMNI, SPARTY ROBERTA KELLEY KELLEYRO@MSU.EDU 150 Administration Building East Lansing, MI 48824		1289	
A22222222	7/3/2008 11:38:39 AM	Email	SendEmail	KELLEYRO@MSU.EDU			D4G,1Atr%Agz		1550	
A22222222	7/3/2008 11:38:50 AM	Email	EmailFYI	sparty00@gmail.com			Sparty Alumni Roberta Kelley KELLEYRO@MSU.EDU		1551	
A22222222	7/3/2008 12:07:12 PM	Email	ValidKey	kelleyro@msu.edu			Roberta Kelley -- 517-353-3881 ESDev1	35.8.47.2	1575	
A22222222	7/3/2008 12:07:14 PM	Email	View	kelleyro@msu.edu			Roberta Kelley 517-353-3881 Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.8.1.15) Gecko/20080623 Firefox/2.0.0.15 ESDev1	35.8.47.2	1576	
A22222222	7/3/2008 12:07:14 PM	Email	ViewFYI	sparty00@gmail.com			Sparty Alumni Roberta Kelley KELLEYRO@MSU.EDU		1577	

The Numbers...

- ◎ Cost
 - > Paper transcript: 72 cents to produce, including postage
 - > Electronic transcript: zero
- ◎ eTranscript launched November 2007
- ◎ Online Orders (since launch)
 - > 24% request electronic delivery
 - Started at 16% last November with no advertising
 - 25% in May and Jun
- ◎ 2008 Transcript Totals as of 7/2/08
 - > 46,000 Transcripts produced
 - 8,300 (18%) electronically delivered
 - 7,000 via email, 1,300 faxes

Other Certified Docs: eCEU

<http://www.reg.msu.edu/CertifiedDocuments/ECEUInfo.asp>

● The Process

- Department enters participant email address
- Participant emailed *Secure Access Code* and a link to the website
- If valid code is entered, record presented in PDF format

● Advantages

● Security

● Questions

Other Certified Docs: eCEU

- Similar process to eTranscripts, but a few differences:
 - CEUs are issued one-time to participants
 - Participant can share CEU record (secure access code) with anyone, e.g. supervisor, for CEU verification
 - PDF not stored, but generated on-the-fly
 - MSU Sponsoring department enters participant email into existing CEU administration system

New Email Field

Change Participant Information and CEU Amt for the following as needed		
SSN4 (last 4 digits of the SSN)		
<input type="text" value="1987"/>		
First Name	Middle Initial	Last Name
<input type="text" value="Sparty"/>	<input type="text" value="A"/>	<input type="text" value="Fan"/>
Email	Address	
<input type="text" value="sparty@msu.edu"/>	<input type="text" value="345 Lake Ave"/>	
City	State	Zip
<input type="text" value="Muskegon"/>	<input type="text" value="MI"/>	<input type="text" value="49445"/>
CEU Amount Earned		
<input type="text" value="0.6"/>		
<input type="button" value="Submit Updated Participant Information"/>		

eCEU Generation

- RO Staff generates Secure Access Codes and emails

One time only, initial email generation

eCEU Management

Notifications can be sent to all participants by clicking the "Send All Email" buttons below. After initial emails are sent en masse, you can resend individual emails by clicking the "Resend Email" button next to each participant.

Only 20 views are allowed per record (administrative views do not count). Additional views can be added by clicking "Add 5 Views" button. The "View Log" button will display all activity relating to a specific eCEU.

Send All Emails

Course Number		ActivityTitle		Section Number	
8569SB		Michigan Principals Fellowship Summer Institute for School Improvement Teams		001	
Name	Email	Most Recent Key (click to preview)	Most Recent Email Sent	Views / Remaining	Actions
John Doe	johndoe@yahooo.com			0 / 20	-
Sparty A Fan	sparty@msu.edu			0 / 20	-

Number of Participants = 2

Name	Email	Most Recent Key (click to preview)	Most Recent Email Sent	Views / Remaining	Actions
John Doe	johndoe@yahooo.com	6oppnA~)89eN	7/7/2008 11:21:08 AM	0 / 20	View ECEU Log Add 5 Views Reset Key & Resend Email
Sparty A Fan	sparty@msu.edu	qmh^q^vl9mvm	7/7/2008 11:21:08 AM	0 / 20	View ECEU Log Add 5 Views Reset Key & Resend Email

ECEU Actions

2 emails have been sent!

[Return to Partipant Listing](#)

Click to preview eCEU Record

eCEU Records

- CEU Participants with an email address on file will now receive an email with a Secure Access Code

From: Office of the Registrar [reg@msu.edu] Sent: Thu 7/3/2008 9:51 AM
To: Sparty A Fan
Cc:
Subject: Michigan State University Official Continuing Education Unit Record TEST Server

To: Sparty A Fan

Subject: Michigan State University Official Continuing Education Unit Record

According to our records, you have earned Continuing Education Unit(s).

In order to view the official, electronic Continuing Education Unit (eCEU) record, please go to the web site detailed below and enter the Secure Access Code.

Web Site: <http://www.reg.msu.edu/CertifiedDocuments/ECEUInfo.asp>

Secure Access Code: 9lcRS4*esJUA

For more information on eCEU records, please visit <http://www.reg.msu.edu/CertifiedDocuments/ECEUInfo.asp>.

Office of the Registrar
Michigan State University
50 Administration Building
East Lansing, Michigan 48824-0210
Phone: (517) 355-3456
<http://www.reg.msu.edu/>

eCEU Code Verification

- All checks same as eTranscript: secure access code, max views, etc.

Michigan State University
Official Electronic Continuing Education Unit Participant Records

To access an official electronic Continuing Education Unit (CEU) participant record, please complete the following form.

You will need to enter the secure access code from the notification email.
It may be easiest to copy/paste the code to this page.

When finished, press the submit button at the bottom of the page.

[More Information About Electronic Continuing Education Unit Records.](#)

Your Name
Sparty Fan

Your Telephone Number
517-355-1855

Your Email Address
sparty@msu.edu

Secure Access Code
FVV2DL*bsQ4D

All records are displayed in PDF (Portable Document Format). If you do not have
can download the free [Adobe Reader](#).

MSU Official Electronic Continuing Education Unit Participant Records
Secure Access Code Verification

Your Secure Access Code has been verified.

According to our records, this record is for :
Sparty A Fan

I certify that either I am the participant or have been authorized by the participant to view this record.
This information will be maintained on a confidential basis and will not be shared with any other person or entity,
except as authorized by the [Family Educational Rights and Privacy Act](#).

I agree with the above statements and wish to view the transcript.

eCEU Record View



**MICHIGAN STATE
UNIVERSITY**

**Office of the Registrar
Continuing Education Unit
Participant Record**

Sparty A Fan
345 Lake Ave
Muskegon, MI 49445

Michigan Principals Fellowship Summer Institute for School Improvement Teams

Course: 8569, Section: 002

The Michigan Principals Fellowship Summer Institute for School Improvement Teams will help principals and their school improvement teams organize their schools for high-quality instruction and improved student achievement

06/12/08-06/12/08

Traverse City

Sponsored by: Education

CEU Earned: 0.6
6.0 contact hours

ADVISORY: This training may be used for the CDA (Child Development Associate) credential if appropriate. For educators seeking credits toward Michigan Education Certificate Renewal, this training was not approved for State Board CEUs.

Dr. Sandra Buik Phillips, CEU Coordinator
150 Administration Building
East Lansing, MI 48824-0210
Questions? (517) 432-3959



Issue Date: 7/3/2008



eCEU Admin Tools

- Search eCEU activity log (Log everything!!)
- View pdf record
- Correct email address and resend
 - > Resending email will reset Secure Access Code
- Unblock an IP address
- Add additional views

Name	Email	Most Recent Key (click to preview)	Most Recent Email Sent	Views / Remaining	Actions
John Doe	johndoe@yahoo.com	6oppnA~)89eN	7/7/2008 11:21:08 AM	0 / 20	View ECEU Log Add 5 Views Reset Key & Resend Email

Kristin Schuette, RO		Return to List of Courses Return to Section Participant List			
eCEU Log					
Record ID	Participant ID/Name	Course-Section/Title	Action	Action Date	Action Detail
419	58597/Sparty A Fan	8569-001/Michigan Principals Fellowship Summer Institute for School Improvement Teams	View eCEU	7/3/2008 4:29:01 PM	Sparty Fan sparty@msu.edu 517-355-1855 Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.8.1.15) Gecko/20080623 Firefox/2.0.0.15 ESDev1
418	58597/Sparty A Fan	8569-001/Michigan Principals Fellowship Summer Institute for School Improvement Teams	ValidKey	7/3/2008 4:29:00 PM	sparty@msu.edu Sparty Fan -- 517-355-1855 ESDev1
407	58597/Sparty A Fan	8569-001/Michigan Principals Fellowship Summer Institute for School Improvement Teams	Email Sent	7/3/2008 4:18:16 PM	Sparty A Fan sparty@msu.edu
406	58597/Sparty A Fan	8569-001/Michigan Principals Fellowship Summer Institute for School Improvement Teams	Key Generated	7/3/2008 4:18:16 PM	FVV2DL*bsQ4D
Number of Entries = 4					

2008 11:21:08 AM	0 / 20	View ECEU Log Add 5 Views Reset Key & Resend Email
------------------	--------	--

The Numbers...

- CEU Records issued per year: 8,000+
- Annual Costs
 - > Postage: \$4,500
 - > Supplies: \$500
- Save 0.5 FTE
- The eCEU (Electronic Continuing Education Unit Participant Record) will be launched mid-summer 2008 and eventually be the only delivery option

Questions?

Kristin Schuette
Associate Registrar for Technology
schuett1@msu.edu

Scott Owczarek
Associate Registrar
owczare6@msu.edu