To Obtain a Script Safe Transcript:

1) Go to www.iwantmytranscript.com

2) Go to the right side to create an account
   a. Click on institution- Johns Hopkins University, Arts and Sciences and Engineering
   b. Create account by following the on screen prompts and directions

3) Once your account has been created, click PLACE A NEW ORDER

4) Click on Place a New Order

5) To answer the question: “are you requesting this transcript be sent to yourself” click NO

6) Enter the name of the school/organization/individual to where the transcript will be sent as Jessica Fedderly
   a. An alert will come up that says, this name does not come up in the transcript system
   b. Click YES for the question do you want to use an email address to identify your intended recipient.
   c. First name: Jessica; Last name: Fedderly
   d. Email: icp@jhu.edu
   e. Click continue
7) Select a transcript: UNDERGRADUATE
8) You are requesting this transcript for: (choose the best option. Use Scholarship if you are applying for FLAS. Use Graduate school if you are applying for a BA/MA program. Use Other and type Study Abroad for the Junior Year Abroad Programs)
9) When should this transcript be sent in: NOW
10) Click CONTINUE to check out
11) Fill in your credit card information to pay the $2.25 fee
12) Submit Order
13) You will need to sign the consent form for your transcript to be sent. Your transcript will not be sent unless you sign and submit the form. You must physically sign the form. An electronic signature is not allowed.
   a. You can use your smartphone to take a picture of the consent form and email to it: TODsupport@scrip-safe.com
14) You should receive an email confirmation to indicate that your consent form has been received and that your transcript order is being processed.