

Essex County College
Summer Session
加印成绩单说明

加印成绩单说明

- ECC Summer Session 结课后，Essex County College会给每一位学生免费寄送一份官方成绩单到学生个人或就读院校。若学生需要加印更多的官方成绩单，可以通过Student & Financial Aid申请加印。
- 加印成绩单每份将收取加印费10美元（\$10）。

操作步骤

1. 打开网址 <https://webservice1.essex.edu/>



WEB SERVICES PORTAL

Here Students and Employees can:

Enter Secure Area

MINIMUM BROWSER REQUIREMENTS (FOR CREDIT CARDS PAYMENT)

- Apply for Admission
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Bookstore

RELEASE: 8.9.1

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Step 1: 点击“Enter Secure Area”

操作步骤

2. 进入User Login界面



User Login

 Please enter your user Identification Number (ECC Student or Employee ID Number) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please **EXIT** and close your **BROWSER** to protect your privacy.

User ID:

PIN:

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Step 1: 输入ECC的账号以及密码（如忘记账号密码，请联系JNC课程顾问）；

Step 2: 点击“login”

操作步骤

3. 进入Student & Financial Aid界面



Personal Information **Student Services & Financial Aid**

Search

Student & Financial Aid

[Registration](#)

[Check your registration status](#), [Add or Drop classes](#), [Display your class schedule](#), or [Withdraw classes](#).

[Student Records](#)

[View your holds](#); [Display your grades and transcripts](#); [Review charges and payments](#).

[Financial Aid](#)

[Apply for Financial Aid](#); [Review the status of your financial aid applications](#); [Check status of document requirements](#); [Review loans](#).

[MINIMUM BROWSER REQUIREMENTS \(FOR CREDIT CARDS PAYMENT\)](#)

[Credit Card Payment](#)

[Full Payment by Visa, MasterCard or Discover Credit or Debit Card](#)

[Monthly Payment Plan](#)

[Partial Payment by Visa, MasterCard or Discover Credit or Debit Card](#)

Step 1: 点击“Student Record”

操作步骤

4. 进入Student Record界面



Personal Information **Student Services & Financial Aid**

Search

Student Record

[View Student Information](#)

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Request Printed Transcript](#)

[View Status of Transcript Requests](#)

[Account Summary by Term](#)

[Account Summary](#)

[Select Tax Year](#)

[Tax Notification](#)

[Important Message about 1098T Tax Form, click here.](#)

[Degree Evaluation](#)

[\(Click here, For Degree Evaluation Guide \) ; \(Click here, For Degree Evaluation FAQ\)](#)

[Course Catalog](#)

[Class Schedule](#)

Step 1: 点击“Request Printed Transcript”

操作步骤


5. 进入Select a mailing address-1界面，开始选择需要寄送到到的学校地址



Personal Information **Student Services & Financial Aid**

Search

Select a mailing address

 This is where your institution can place customized text that will help the learner enter the appropriate data for each required field.

External College Code: [Look Up College Code](#)

One of Your Addresses:

Internal College:

Issue to:

Step 1: 点击第一行的“Look Up College Code”，选择学校代码；

Step 2: 点击“Continue”

操作步骤

6. 进入Select a mailing address-2界面，选择需要寄送到学校所在州



Search

Select a mailing address

College Lookup Page

Select a State or Province:

OR

No countries available

[Return to College page](#)

[Return to main menu](#)

Step 1: 点击“Select”，选择需要寄送到学校所在州；

Step 2: 点击“List Cities in Selected State, ...”，跳转至下一页

操作步骤

7. 进入Select a mailing address-3界面，选择需要寄送到学校所在城市



Search

Select a mailing address

College Lookup Page

Select College City:

[Return to College page](#)

[Return to main menu](#)

Step 1: 点击“Select”，选择需要寄送到学校所在城市；

Step 2: 点击“List Colleges in selected City”，跳转至下一页

操作步骤

8. 进入Select a mailing address-4界面，选择需要寄送到学校名称



Search

Select a mailing address

College Lookup Page

Select College name:

[Return to College page](#)

[Return to main menu](#)

Step 1: 点击“Select”，选择需要寄送到学校名称；

Step 2: 点击“Copy selected College information...”，跳转至下一页

操作步骤

9. 进入Select Transcript Type界面，核对根据学校代码获取的学校地址信息以及补充其他（此处以UMB为例）



Personal Information Student Services & Financial Aid

Search Go

Select Transcript Type

This is where your institution can place customized text that will help the learner enter the appropriate data for each required field.

* indicates required field

Transcript Type: *	<input type="text" value="Web Official"/>
Course Levels: *	<input type="text" value="Undergraduate"/>
College Name:	<input type="text" value="University of Massachusetts Bo"/>
Street Line 1:	<input type="text" value="Harbor Campus"/>
Street Line 2:	<input type="text" value="可填写收件人/收件部门"/>
Street Line 3:	<input type="text"/>
City:	<input type="text" value="Boston"/>
State or Province:	<input type="text" value="Massachusetts"/>
Zip or Postal Code:	<input type="text" value="02125-3393"/>
Nation:	<input type="text" value="None"/>
Area Code:	<input type="text"/>
Phone Number: *	<input type="text" value="可填写收件人/收件部门联系电话"/>
Extension:	<input type="text"/>
International Access Number:	<input type="text"/>

Step 1: Transcript Type需选择“Web Official”;

Step 2: Course Level需选择“Undergraduate”

Step 3: 核对学校名称， Street Line 1, City, State or Province, Zip or Postal Code;

Step 4: 根据实际情况，可以将具体收件人/收件部门补充在Street Line 2;

Step 5: 根据实际情况，可以将具体收件人/收件部门的联系电话补充在Phone Number;

Step 6:核对无误后点击“CONTINUE”

操作步骤


10. 进入 Transcript Request Information 界面，选择寄送方式



Personal Information **Student Services & Financial Aid**

Search

Transcript Request Information

 This is where your institution can place customized text that will help the learner enter the appropriate data for each required field.

Number of Copies (Up to 1):

Official Transcript: Yes No

Delivery Method: *

Step 1: Official Transcript处选择“Yes”;

**Step 2: Delivery Method处选择
“Standard Mailing \$10.00 per copy”;**

Step 3: 点击Continue

操作步骤

11. 进入Transcript Request Confirmation界面，确认所有申请信息



Personal Information **Student Services & Financial Aid**

Search

Transcript Request Confirmation

Issued to: University of Massachusetts Bo
Street: Harbor Campus
City: Boston
State or Province: Massachusetts
Zip or Postal Code: 02125-3393
Course Levels: Undergraduate
Copies Ordered: 1
Official Transcript: Yes
Delivery Method: Standard Mailing
Cost of Order: \$10.00
Payment Method: Bill Student's Account
Print Transcript: As soon as possible

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Step 1: 检查完信息后，无误则点击“Submit Request”，如需更改则返回上一页

操作步骤

12.进入Payment Information界面，确认金额以及输入付款账号，完成支付

Ask for Help


Amount and Method → **Payment Information** → Submit Payment → Payment Receipt

Description:	Transcript Request
Payment amount:	\$10.00
Payment method:	Credit or Debit Card

Account Information
*Indicates required fields
*Card account number:

Continue **Cancel**

Credit or Debit Card - We accept the following credit and debit cards.



Step 1: 在Card account number输入银行卡账号;
Step 2: 点击“CONTINUE”