

eTranscriptCA Step-by-Step Participant Guide to Going Live

Pre-Beta

Institution Agreement signed and returned to Xap

Contact your Xap CSM when you are ready for your Beta account to be setup

Complete Xap Contact Info Sheets for your IT and Transcript contacts

A Xap Client Services Manager (CSM) will send an email notification that the eTranscriptCA System is now available on Beta and contains an introductory package that includes this Step by Step Guide, a Go-Live Checklist for Colleges, a copy of the executed Institution Agreement, and an eTranscript CA Configuration Guide

Beta

A Xap CSM will contract you to arrange initial project training

Once initial training is complete, the institution's eTranscriptCA Administrator will be able to setup other team members as necessary

At this point, the IT department may begin mapping college data files to eTranscriptCA files and begin programming for file uploads and downloads

Conduct and complete Beta testing of your student SIS interface on the eTranscriptCA Beta environment

Confirm all transcript data is represented as desired within all transcript online views, PDF, and data files

Document all internal college procedures for A&R and IT personnel

Pre-Live

Contact your Xap CSM when ready to transition to the Live eTranscriptCA system and your CSM will coordinate with Xap and eTranCA project team to have a checkpoint meeting with your institution

Announcement will be made to other Live colleges allowing them one last chance to test

The CSM will send you the Statement of Review and Acceptance (SORA)

Sign and return the SORA to Xap

Xap will provide a list of two dates with one 4-hour deployment window for each date

Coordinate with your IT and A&R staff which date and time is preferred then provide your CSM with this information

Live

You will be contacted by your CSM to notify you that you have been placed on the Live eTranscriptCA system

Use the Go-Live Checklist for Colleges to setup and customize settings in the Xap Control Center

Congratulations, You are done!!!