VIEW/PRINT FERPA RELEASE FORMS & STUDENT TRANSCRIPTS
(Please note that copies of transcripts should not be printed for a student’s personal use.)

SINGULARITY ACCESS
Logging into Singularity

Open Internet Explorer: Enter this URL http://172.20.4.16/ in your Address Bar. Add the URL to Favorites on the Menu Bar for quick access.

User Id: = Datatel log in name (i.e. mwilliam)
Password = DOB entered like Monddyyyy (i.e. Jul201969). The first letter of the month is uppercase.
At this screen, click on the plus sign (+) to access Student Records (Registrar).

Click the plus sign on the All Records Documents
Select FERPA Release Forms

At this screen, enter the id number with the leading zero (0045678) or you may enter the social security number in the appropriate fields. Press the enter key.
The next screen appears with the FERPA document. Click on the View Image hyperlink to the right of the FERPA form to select the document.

Click on the printer to print the document or use the magnifying glass to enlarge or reduce the size of the document on the screen. Use the scroll bar to the right of the document to view the document also.
VIEW/PRINT – Student Transcripts

Select RG: Transcripts first by clicking on it twice.

At this screen, enter the id number with the leading zero (0045678) or you may enter the social security number in the appropriate fields.
If the transcript is not found under RG: Transcripts, then select RG: Other College Work.

The next screen appears with the student transcript document. Use the scroll bar on the right to locate the transcript needed (more than one transcript may be received). Click on the View Image hyperlink to the right of the transcript to select the document.
Click on the printer to print the transcript or use the magnifying glass to enlarge or reduce the size of the document on the screen. Use the curve left or curve right arrows to rotate the document. Use the scroll bar to the right of the transcript to view the document also.

The back button can be used to go back to the previous screen to enter another student id number for look-up.

The Home button on the Singularity menu takes you back to the start screen to select the FERPA form or Student Transcripts.

FOR SECURITY OF RECORDS, SINGULARITY TIMES OUT AFTER 15 MINUTES OF INACTIVITY.