

## How-To Retrieve Documents from ScribOrder

1. You will get an email from [scribonline@scribsoft.com](mailto:scribonline@scribsoft.com) with instructions on how to retrieve your records.

Sep 07, 2022

ORDER NUMBER: [REDACTED]

SENDER: Fountain-Fort Carson School District 8 - CO

STUDENT: [REDACTED]

You have been sent a secure, digitally signed, timestamped PDF Transcript from ScribOrder. There is a two step process to download your student record.

1. To view the document, please navigate to the following URL:

[https://ffc8co.scriborder.com/\[REDACTED\]](https://ffc8co.scriborder.com/[REDACTED])

2. Once you enter the online application an email will be sent to you with a validation code. If you did receive a validation code email you can request another code at the bottom of the verification page. Copy the validation code and click on the URL. Paste the validation code into the validation code box and click Verify followed by Download.

You will be able to view this document 10 times or until Dec 06, 2022. Again, this link will expire Dec 06, 2022.

School District Comments:

Unofficial Transcript

You can validate that the records you download have not been altered via our BlockChain Validation site. Follow this link to validate your records. <https://scribsoft.com/verify-credentials.html>

Thank you,

Scribbles Software  
Email: [help@scribsoft.com](mailto:help@scribsoft.com)  
Phone: 855-465-1458

2. Click or copy and paste the URL from your email to a web browser.
3. Once you click the link/open the web page, an email will automatically be sent to you with a "validation code." If you do not get a second email with the validation code, check your junk mail or click the "Send New Code." Button.

Sep 07, 2022

SENDER: Fountain-Fort Carson School District 8 - CO

This is the first time today, Sep 07, 2022, that you have accessed the electronic transcript delivery system. You must enter the following code in order to create your 'session' for the day. Copy the Validation code below and click on the URL to re-enter ScribOrder. Paste the Validation Code and click Verify followed by Download.

VALIDATION CODE [REDACTED]

If you need to navigate to the delivery system again, please navigate to the following URL:

[https://ffc8co.scriborder.com/\[REDACTED\]](https://ffc8co.scriborder.com/[REDACTED])

Thank you,

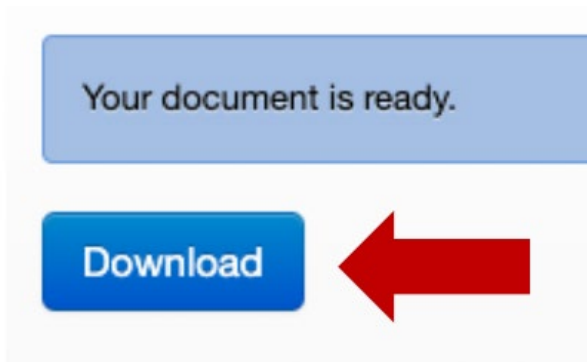
Scribbles Software  
Email: [help@scribsoft.com](mailto:help@scribsoft.com)  
Phone: 855-465-1458

4. Input the code that was emailed to you and click "Verify."

Code:

Verify Send New Code

5. You will receive a separate email for each document sent. You should not need to re-enter the validation code if opening each email right away. The same code will open all documents in that order. Click "Download." This will open the document and you will be able to print or save a copy.



**Note: You will be able to view the document 10 times without saving or until the expiration date given in your email.**