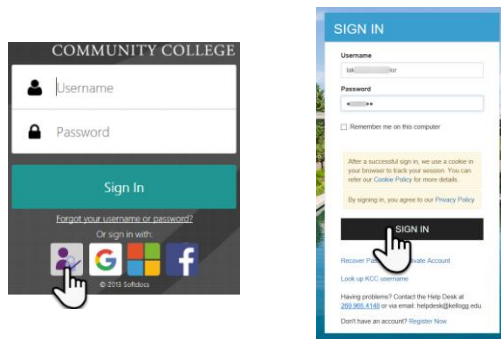


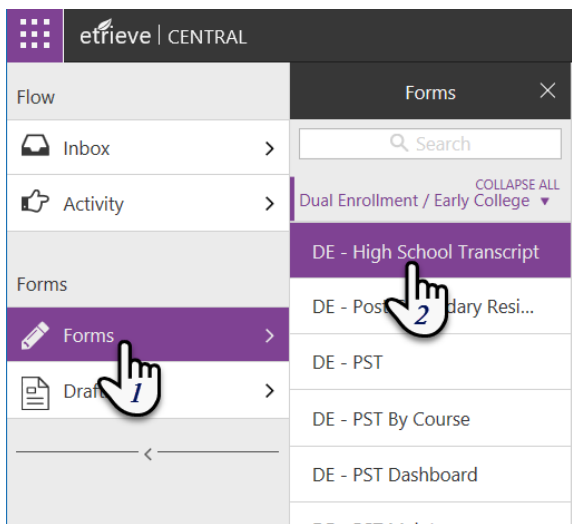
DE - High School Transcript

This form is submitted to the Testing and Assessment Center for processing. Allows high school staff to upload and submit student's high school transcript electronically

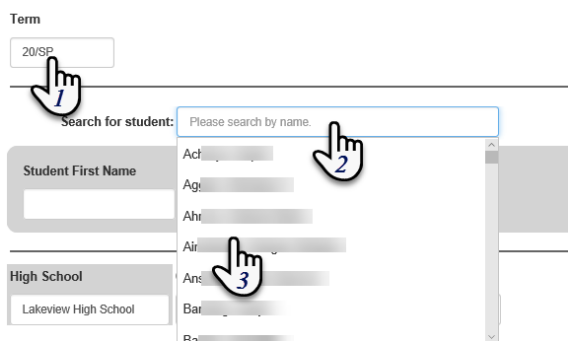
- Go to <https://etcentral.kellogg.edu>, click on the Purple Icon at the bottom of the page to bring up the Ethos login page.
 - Enter the username and password you were given. Click **Sign In** at the bottom of the page.



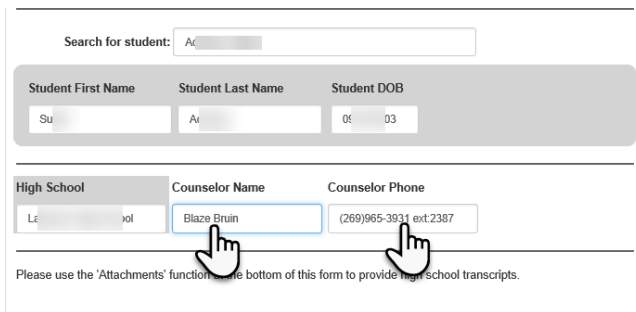
- Once logged in, click on the **Forms** and select **DE - High School Transcript**.



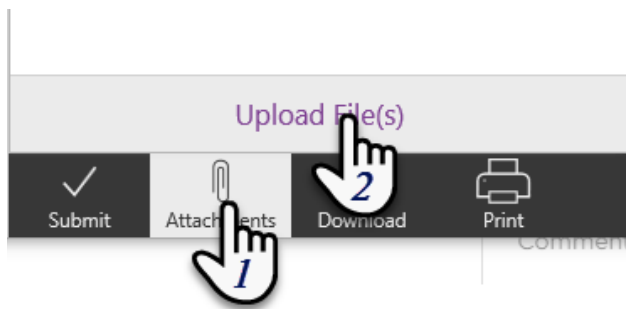
- Select the **Term** and **Search for student** by either scrolling down the list or typing their name.



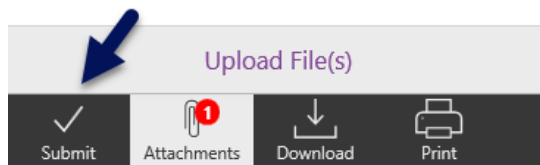
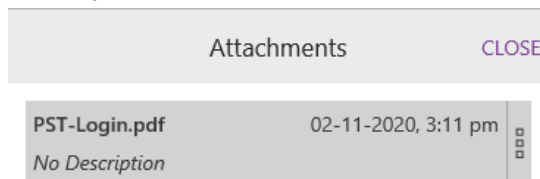
- Fill in **Counselor Name** and **Counselor Phone**



- Click on the **Attachments** button at the bottom of the screen. Then click on **Upload**.



- Locate the file you wish to upload, select it, and click **Open**. When finished click **Submit**.



Still need help, Contact:

Dual Enrollment: (269) 565-2042
dualenrollment@kellogg.edu

Help Desk: (269) 965-4148
helpdesk@kellogg.edu