



### **Steps to Order Your Career Readiness Diploma/Transcript**

1. Got to the [CTTC – Career Readiness Catalog](#)
2. To place an order, you must create an account.  
*You will need the following information to create an account:*
  - a. *Valid Email Address*
  - b. *Address*
  - c. *Phone Number*
3. Click on Sign-In.
4. Click on Create Your Account. *If you have an existing account, please enter your login information and click on Sign In.*
  - a. *Please make sure to enter your name as you would like it to appear on your diploma.*
  - b. *When creating your account, you will be asked to create a Password. Passwords must be at least eight (8) characters in length.*
  - c. *Required fields have an \* next to them. All fields are required except the secondary address field.*
5. After creating your account, please click Place an Order
6. Click on the Career Readiness option
7. Enter the quantity you would like to purchase in the Order Quantity box.
  - a. *Diploma - \$15.00 each*
  - b. *Transcript - \$15.00 each*
  - c. *Diploma & Transcript - \$30.00 for both*
8. Click on Add to Cart
9. Click on Go to Cart
10. Click on Check Out
11. Verify your name and address are correct from your profile information
12. Click on Continue
13. You must pay with a credit card. Acceptable credit cards are Discover, MasterCard, and Visa.
14. In the Order Notes section, please enter your individual credential number. The name you entered for your profile will be used on your diploma. If you are ordering for multiple individuals, please put each person's name and individual credential number in the Order Notes section. *Please note that failure to include this number will delay your order and require additional verification before it can be fulfilled.*
15. Click on Proceed to Payment
16. Enter your Credit Card information and click on Pay