NBCE Transcript Retrieval User Instructions
Effective May 14, 2019

Dear State Board Member, As you know, we have migrated to a new application site, called
Learning Builder, where you will now be able to retrieve Transcripts.

Go to https://nbce.learningbuilder.com. This site will be available on May 14. You will see the Login page
where you will access the approval site by using the email address you have previously used. If the
password does not work, you may request a new password by selecting the green **request a password** or
here link at the bottom of the page the instructions.

Login

Enter your NBCE ID or Email Address and Password below to log in.

NBCE ID or Email

Password

Forgot your password?

☐ Remember me

Login

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU HAVE PREVIOUSLY APPLIED FOR OR TAKEN AN
EXAM WITH NBCE. Instead request a password to the new site by clicking here.

The Request Password page will open.

When requesting a password using this page, you need to know one of the following:

- The email address you used on your application, or
- Your NBCE ID, which is also your User ID.

You will be sent instructions to reset your password at the email address we have on file.

If any of the following apply to you, please contact us and provide the name used when completing the application and your date of birth and we will update the email address on your account so you can log in.

- You got the error "No email is on file. Please contact support to reset your password."
- You got the error "Could not find a user for email address" and you were also unsuccessful using your NBCE ID
- You no longer have access to the email account we have on file

Request Password

Enter your login User ID OR email address and click "Submit" below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email [   ]

Cancel **Submit**

Enter the email address you designated for the Transcript account and select **Submit**.

The New Password Request Confirmation page will open.

New Password Request Confirmation

Please check your email for your new password request confirmation code and enter it here to confirm your identity. Then you may set a new password.

If you do not receive an e-mail within a few minutes, please check your spam filters or Junk e-mail folders. Please add the e-mail address: nbce-support@learningbuilder.net to your "Safe Senders" list to ensure you are able to receive e-mails from the system.

Confirmation Code [   ]

Cancel **Continue**

You will receive an email message that contains a Confirmation Code. Copy the code and paste it in the Confirmation Code field. Select the **Continue** button.

The Enter New Password page opens.

Enter New Password

Please enter and confirm your new password below. It must contain at least 6 characters. You will be required to login after resetting your password.

New Password [   ]

Confirm New Password [   ]

Cancel **Save**

Enter your password twice and select **Save**.

You will be re-directed to the Login page where you will enter the email and password.

1. When you first log on to the site, this is what you will see.

2. To retrieve the Transcripts, click the drop down next to "Learning Plan" and select "State Board Transcript Request". Click on "Advanced Search Filters" which is in green on the bottom left. Then change Status to "All".

3. Transcripts submitted to your state will appear below.

4. Select the orange button "Access Transcript" next to the name you wish to retrieve.

5. A pop-up window will open allowing you to click "View Transcript".

6. Another way to view and print a Transcript is to click the Paper Icon next to Access Transcript. You will then get the pop-up below allowing you to view Transcript or pull up a Printer Friendly version.
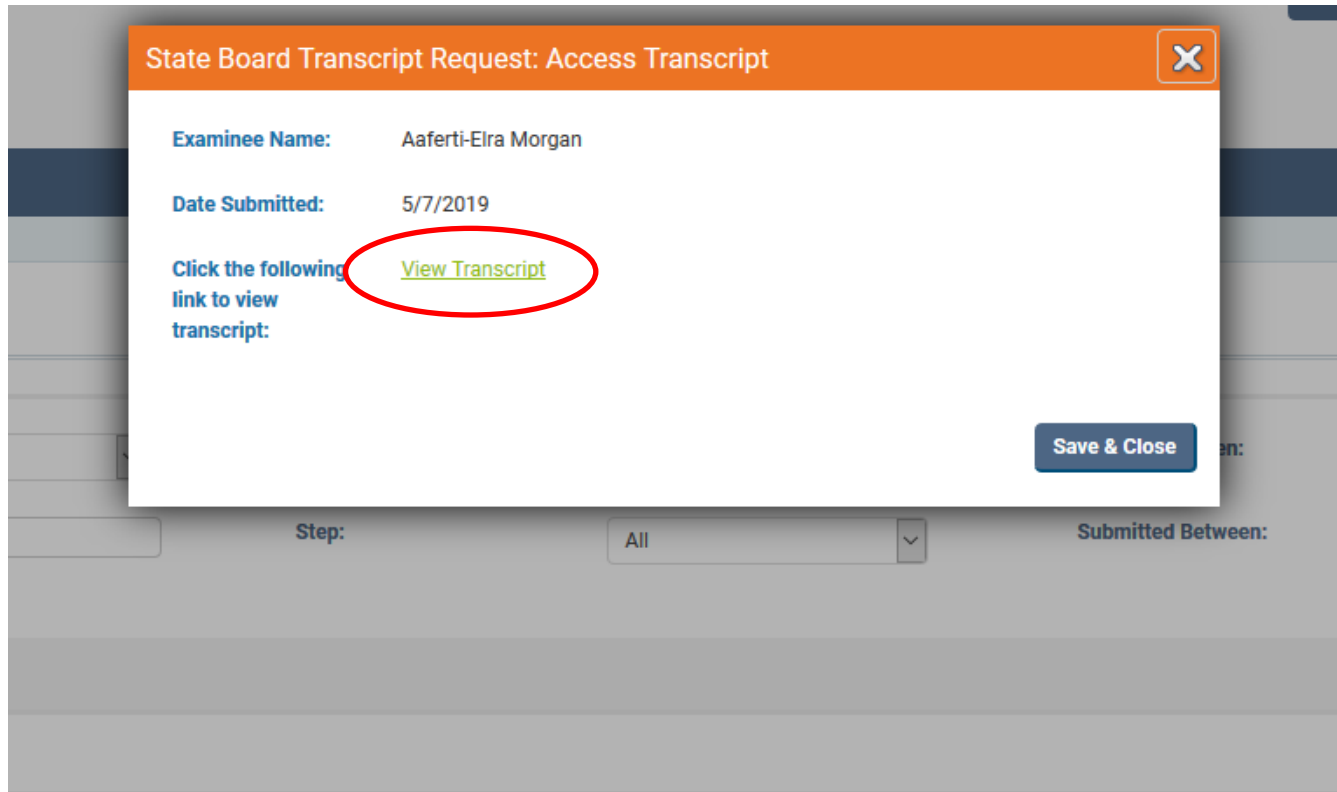
Showing Records 1 to 1 of 1 Select All 1 Records

	NBCE ID ↑	Name	Exam	Created On	Registrar Requested Date	Student ID	Previous Denial			
☐	105309	Aaferti-Elra Morgan	State Board Transcript Request	5/7/2019				View	Access Transcript	

Transcript Request

Detail Summary   Printer Friendly

Member Name	Aaferti-Elra Morgan
Email Address	elra.morgan@logan.edu
Transcript Download	View Transcript

Step: All

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Submitted Betwe