## Ordering and Collecting a Certified Electronic Diploma

Graduation Dates 1930 to 2019

■ Tulane Order & Request	Q Sear
Order a Transcript	>
General Pool Room Requests	>
Enrollment/Degree Verification	>
Diploma Replacement/Apostille	>

### Tulane

Q

Search

This process can take up to 4-6 weeks.

Contact the Registrar's Office at 504-865-5231 or <u>registrar@tulane.edu</u> with any questions regarding the Apostille process.

#### ORDER A REPLACEMENT DIPLOMA

#### **Important Dates**

Monday, November 22, 2021 to Sunday, November 28, 2021 THANKSGIVING HOLIDAY

# CeDiploma Orders

Visit the <u>Registrar Website</u> to purchase an electronic diploma for graduates **prior to** 2020.

- Choose "Diploma Replacement/Apostille" from the menu seen on the left, under quick links.
- Review the information regarding pricing and timing and choose "order a replacement diploma" via the button seen on the right.
- Please note, this electronic diploma *cannot be printed*.
- Select the first option on the diploma order page and proceed with your purchase.



# CeDiploma Email Notification





- When your electronic diploma is available, you will receive the email as seen to the right.
  - You should receive this email 1-2 weeks after an online order is placed.
- Your electronic diploma can be accessed by following the email link or by visiting <u>eDiploma.Tulane.edu</u> to collect your purchase.

#### Congratulations Tulane Graduate!

Tulane University is proud to offer you a Certified Electronic Diploma (CeDiploma).

#### Your Certified Electronic Diploma A digital version of your diploma validated by the university

#### Secure & Official

Multiple layers of security to protect you against fraud



#### Unlimited Lifetime Downloads Multiple devices, 24/7





Be sure to register for your free account directly on the CeCredential Trust® website in order to have lifetime access to your CeDiploma.

If your Conferral date is prior to May 2020 and you requested a CeDiploma be ordered by the University, it is now available, but they may need to provide it to you if you do not have access to Gibson Online.

If you have any questions please email registrar@tulane.edu with your name and student ID. We wish you the best in all your future endeavors and we urge you to keep up with the Alumni Association as you're now a member! Roll Wave!

## CeDiploma Access and Download

- Visit <u>eDiploma.Tulane.edu</u> to collect your electronic diploma.
- Click "Order Now From Gibson Online" and you will be prompted to sign in with your Tulane credentials.
  - If you are unable to recall your credentials or have never used the Gibson Portal system, please contact us at <u>diplomas@tulane.edu</u> and we will assist you in obtaining your electronic diploma.
- You have already made your purchase on the Registrar site, but you will still need to click "Order Now From Gibson Online." You will not be charged again.



# Collecting your eDiploma from Tulane.edu

- Once you have logged in with your Gibson credentials, you will be brought to this screen where your name should appear after "Welcome." This confirms that you are purchasing or collecting the correct document.
- Click the checkbox to acknowledge the policies and terms and select "continue."



### CeDiploma Access and Download

- You will be offered your electronic diploma with the details of your awarding, including the <u>first</u> major only.
  - Please note, the appearance of the major on the diploma itself will depend on your degree and school.
- A registration link is at the top right of the screen; while optional, this registration step ensures future access to your purchased electronic diploma through CeCredential Trust.
- If you have earned more than one diploma with a dual undergraduate degree or a secondary graduate degree, you will need to purchase each separately.



### CeDiploma Access and Download

- Remember, this electronic diploma <u>cannot be printed.</u>
- You may download your electronic diploma now, or again later by logging back in via your Gibson portal or through your registered account with CeCredential Trust.
  - You may also add the document to your LinkedIn profile. Instructions are found <u>here</u>.
- Instructions for employers or other reviewers of your diploma on validating the authenticity of the certificate are provided in the download.
- If you have any questions or are unsure about the details of your order, please contact us at <u>diplomas@tulane.edu</u>.

