NursingCAS
The Centralized Application Service for Nursing Programs

Transcript Verification & Security Procedure

The verification process of transcripts begins in the mailing department. Each mailing team member opens mail and sorts all types of documents; including transcripts and letters of recommendation, as well as other miscellaneous documents.

Transcripts

The following things MUST be checked on every transcript to confirm it is official:

- The name of the student on the transcript matches the name on the coversheet which provides the applicant's NursingCAS ID on it (the transcript request form - https://portal.nursingcas.org/applicants2012/instructions/i_secondarycolleges.html#TranscriptRequestForm)
- It is printed on security paper and/or contains signature of registrar and raised seal
- Not stamped "Issued to Student"
- That all pages are included

Social Security Numbers Procedure

Many of the transcripts and cover sheets will have an applicant's full or partial Social Security Number (SSN) printed on the document. For the security of the applicant, the following procedures have been put in place in regards to SSN's printed on transcripts and cover sheets.

- The entirety of the SSN is blacked out using a redaction marker
- Each page is blacked out separately to prevent bleeding
- Once the SSN is blacked out then it proceeds to scanning
- Once all of these documents arrive to scanning, we make sure the name is correct and the SSN is blacked out on the transcript and the same procedure occurs in verification

Security

1. Physical Security: The NursingCAS Servers are located at an AT&T Internet Data Center (IDC) in the Boston Area. This is one of largest Data Centers in the region and has redundant power, Internet access, and dynamic Bandwidth expansion.

2. Applicant Portal: The NursingCAS Applicant Portal uses a Secure Socket Layer (SSL) certificate by VeriSign. Credit card processing vendor services are done through PayPal. The Portal sits

behind secure, redundant routers and firewalls at the IDC. A browser with 256bit encryption capability is required. The Applicant Portal supports Internet Explorer 7 (with the latest service packs) or higher, Mozilla Firefox 3.x or higher, and Apple's Safari 4 or higher.

3. WebAdMIT (Admissions) Portal: The NursingCAS WebAMIT Portal uses a Secure Socket Layer (SSL) certificate as well. The WebAdMIT Portal URL (address) is not published nor available to the general public. The school receive the URL with their user ID and Password after an administrator has been authenticated by NursingCAS (Liaison). After that time, the school is able to manage their own user accounts. The WebAdMIT portal is web-based, and therefore only requires a web browser for a school to use. A browser with 256bit encryption capability is required.

 4. File(s) Download: The only way an Admission Officer can access or download any data electronically is through the "web interface" of the secure WebAdMIT portal. Schools download the export files in an SSL Secure encrypted environment. No FTP access is allowed.