

Quick Start Guide

CREATE A PARCHMENT ACCOUNT AND ORDER YOUR TRANSCRIPT

Please visit our [Help Center](#) if you need any help along the way.

CREATE A PARCHMENT ACCOUNT

- Go to the [Sign up page](#), and fill in the fields.
 - If you select that you are interested in colleges/scholarship programs discovering you, you will be asked to enter information about your academic history.
- Click **Start by adding a school or organization you attended**.
- Enter the name of the school you attend(ed) in the search box and click **Search**.
- When your school appears, click **Add** and then fill in the fields on the Add Enrollment Information page.

- Yes, I am interested in colleges and scholarship programs discovering me through Parchment
- No, I do not want to be discovered by colleges and scholarship programs looking for students like me



If you received an email from your school with a link in it, or a handout with a code, follow the instructions in the email or handout to register. Or if your school's website has a link to Parchment on it, use that link because you may be able to register in fewer steps.

ORDER YOUR TRANSCRIPT

- [Sign in to your account](#).
- Click Order under the name of your school.
- You will see two destination options. If you are sending your transcript to a school or other in-network electronic destination, select the option on the top and enter the name of the receiving institution. If you are sending it to yourself or to another individual, select the option on the bottom:

A screenshot of the "Set Delivery Destination" form. The form has a title bar with "Set Delivery Destination" and a "CANCEL x" button. The main content area contains the text "Your order will be sent from your sending institution to the individual and/or organization at the destination below." Below this is a search box with the placeholder text "Where would you like to send the credential?" and a green "Search" button. Underneath the search box, the word "OR" is centered. At the bottom, there is a link that says "I'm sending to myself or another individual" with a small icon of a person and a right-pointing arrow.

If you select the option on the top, you will be presented with a search box where you will search for the destination. If the destination that you are sending your transcript to does not appear, click Enter Your Own to manually enter the destination.

[Enter Your Own](#)

- Continue filling in the fields to place your order. Information on the next page tells you more about the options that you will see here.
- On the Provide Consent page you (or your parent/guardian) authorizes Parchment to release your transcript from your school once we receive the transcript. You can sign with your mouse or finger.
- Finally, you will make a payment (we accept Visa, Mastercard, Discover, and American Express), and you can then begin to [track your order](#).

IMPORTANT THINGS TO NOTE

Remember that your school has your transcript*. If you track your order and see Order submitted to school as your order status, please contact your school if you are concerned about a delay in processing your order.

** If your school is no longer operating and Parchment administers the school's credentials, a member of our Parchment Services - Closed School Records Services team will approve and process your order in-house.*

ELECTRONIC AND PAPER TRANSCRIPTS

Sending and receiving electronic transcripts is fast, easy, and secure, but we know that there may be times when you need to send paper transcripts. Since some schools in the Parchment network may only want to receive electronic transcripts, you may not be presented with a choice of delivery methods.



For electronic transcripts, the recipient will either receive an email with a link in it to access your transcript, or, if the recipient is a school (or other rethat is part of our Parchment network, the electronic transcript will land in their Parchment account.



For paper transcripts, you have the option to send your transcript by USPS mail or overnight delivery. We use FedEx for overnight delivery. FedEx does not deliver on Saturdays and Sundays. Remember that your school must approve and process your order before we can send your transcript, so if you select overnight delivery, your transcript may not be delivered the next day if there is a delay with your school processing your order.

SEND YOUR TRANSCRIPT NOW OR WAIT UNTIL YOUR NEXT GRADES ARE ON IT

During your order, you will be presented with a drop-down menu where you can select if you want to wait until your next grades are in before sending your transcript.

Send Now

Hold for Grades

TRACK YOUR ODER

Visit our help topic [Track your order](#) for full details on tracking your transcript. It includes troubleshooting information too if your transcript has not been received.

NEED MORE HELP?

Visit our [Help Center](#) if you need any assistance along the way. We provide countless help articles, training guides, training videos, and much more. You can even submit a support ticket by selecting Contact Support found along the top of the Help Center.