# Creating a Parchment Account

- Please note, if you have previously created an account with the registration code, please skip this section and refer to the backside on how to order a transcript.
- Go to www.parchment.com.
- Select "Create Account" - Select the Learners/Parents icon. We recommend NOT linking your Facebook Account to Parchment. Complete your full legal birth name, date of birth, highest level of education, email (non district email), and create a password (at least 10 characters long). We recommend using Parchment for transcripts only. If you want to limit the emails you receive, check the "No, I do not want to be discovered by…," then select "Sign Up."

- Once this is completed, Parchment will send you an email with a verification code.
- Once logged in select the blue and white plus sign to order your transcript (credentials).
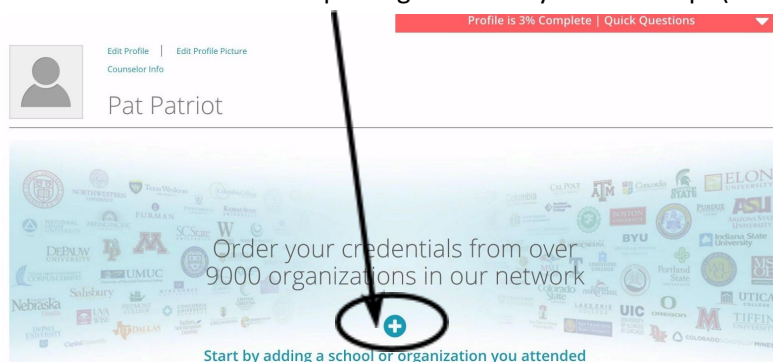
- Type in Adlai E. Stevenson High School in the "Add Your School or Organization" Search bar and select "Search." Select "Add" next to our high school; _be sure to select Illinois and not Michigan_.

- Complete the enrollment information. If you started at Stevenson High School as a freshman, your "Earliest Year" should be 2017. Your "Expected Grad Year" should be 2021.
- FERPA Privacy Rights - we recommend waiving your right to access. If you have questions with this area feel free to reach out to your counselor or the post secondary counselors. Select "Consent and Request" when finished.

<u>Ordering Transcripts (Credentials)</u>

<u>Please note: If using Common App as the application for a college, the transcript will be sent via Common App by your counselor and a Parchment request will not be needed.</u>

- Login to Parchment.com (if already created an account).
- Select "Order."
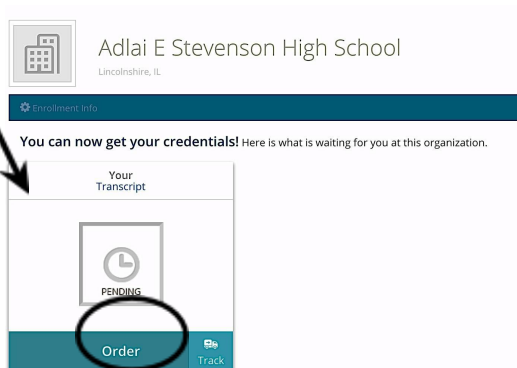
- In the search box, type in the organization/college you wish to have your credentials (transcript) sent. Select the "Select" button next to the correct listing (look for the "*undergraduate*" option).
- Under "When do you want this sent?" select "Send Now." *Only select "Hold for Grades" if you are waiting for the current semester to finish.*
- You can either "Add Another Destination" or click "Save & Continue."
- On the next screen, select "Continue" once you verify the accuracy.
- Sign the box with your finger or mouse, type your name, check the certification box, and select "Save & Continue."
- You can track the status of your transcript in the "Order" tab to ensure your college or university has received it.

Tips:

- Remember, you can (and should) ignore the directions to complete your profile.
- The processing time of your transcript may take at least three weeks at the college level.