

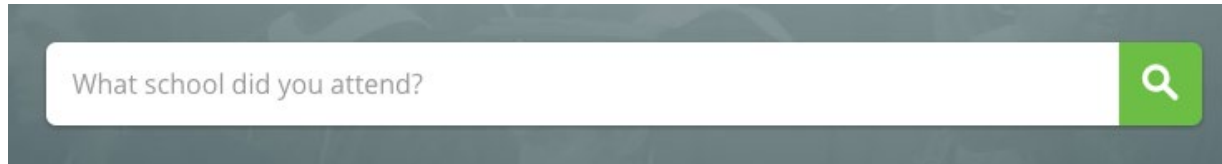
# Quick Start Guide

## CREATE A PARCHMENT ACCOUNT AND ORDER YOUR TRANSCRIPT

Download the Parchment Guide to Ordering Transcripts for FAQs and full details on registering, ordering, and more.

### CREATE A PARCHMENT ACCOUNT

Go to [Parchment.com](https://Parchment.com) and search for the school you attend(ed). This is the school where you will be requesting your transcript from, not the school (or other destination) that you want to send your transcript to. You will then fill in all the fields on that page to get your account set up.



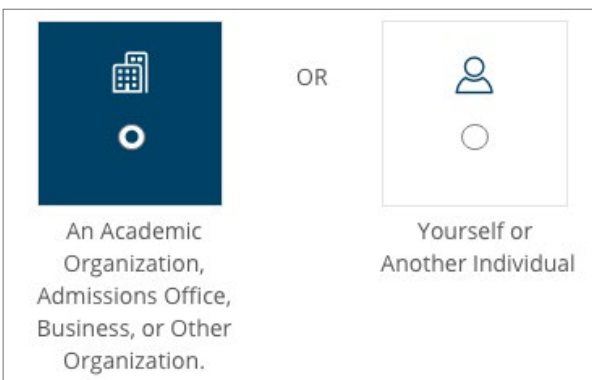
A search bar with the placeholder text "What school did you attend?" and a green magnifying glass icon on the right.



If you received an email from your school with a link in it, or a handout with a registration code, follow the instructions in the email or handout to register.

### ORDER YOUR TRANSCRIPT

1. [Sign in](#).
2. Click **Order** under the name of your school.
3. You will see two destination options. If you are sending your transcript to a school, select the option on the left. If you are sending it to yourself or to another individual, select the option on the right:



Two selection options are shown, separated by "OR". The left option features a dark blue square with a white building icon and a white circle below it. Below this is the text: "An Academic Organization, Admissions Office, Business, or Other Organization." The right option features a white square with a blue person icon and a blue circle below it. Below this is the text: "Yourself or Another Individual".

If you select the option on the left, 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](#)

4. 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.
5. 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.
6. Finally, you will make a payment if you are asked to (we accept Visa, Mastercard, Discover, and American Express).