

Parchment Details

- A. **Do you know your Parchment login and password?** If Yes to both, go to that Austin High School Web Page, click on “student resources” and then “Parchment”. Login to Parchment with your studentid#@austin.k12.mn.us and input the password that you created when you created your Parchment account. Go to the “order” tab and order transcripts where you need them sent.
- B. **Do you know your Parchment login but forgot your password?** If yes, go to the Austin High School Web Page, click on “student resources” and then “Parchment”. Click on “Sign In” and then click on “Forgot Your Password”. Enter your login id which is your studentid#@austin.k12.mn.us and then the recovery code that shows up. You will then need to go to your Office 365 e-mail account to recover your updated password. You will get into your Office 365 account by following steps 6-8 below.
- C. **Do you have a Parchment account? If the answer is no, here are the steps to set up your Parchment Account for the 1st Time:**
1. Turn on your school issued computer or school issued desktop if you have not logged into a computer this school year.
 2. User Name: Student ID (must be 6 digits - tell students to add zeros to the front of it until six digits)
 3. Password: Packers16 (defaulted if you have not changed it)
 4. Students will then be prompted to change their passwords (New password cannot be the same as you have used in the past, cannot be a version of your name, must include three of the following: Capital letter, lower case letter, symbol and/or number)
 5. Remember password - put it someplace safe
 6. Once logged into the computer, students will go to APS homepage and click the link that says "Office 365 Student/Staff Login" or go to <http://portal.office.com>
 7. Students will login to Office 365 by using their Student ID@austin.k12.mn.us and hit enter. Then you will need to enter your full e-mail address and password. Use your password that you used to log into the computer.
 8. They will select the e-mail/mail app on Office 365
 9. Students will select the e-mail sent from Lynn Keenan/Parchment.com in their mailbox
 10. Click on green rectangle that states "Click here to activate your Parchment Account"
 11. You will then be prompted to put in our time zone - we are Central US time zone
 12. Estimate your GPA when asked
 13. Use the "skip" button for other detailed questions, such class, college major, etc.
 14. Complete information BUT.... uncheck box that is defaulted for unofficial transcript! Tutorial video available at www.support.parchment and search "order transcript" but skip to the time of 2:20 into video as you have been sent an activation code.
 15. Request transcripts and/or anything that is needed to be sent to the colleges/universities of your choice.
 16. To log out, go to the upper right hand corner pull down menu and select "sign out"

17. You should not have any amount show up on the payment page. All transcripts are sent for free until August 1, 2016 for students who graduate in June of 2016. Please alert the counseling office if a fee appears.