

Steps to Order Your Transcript through Parchment

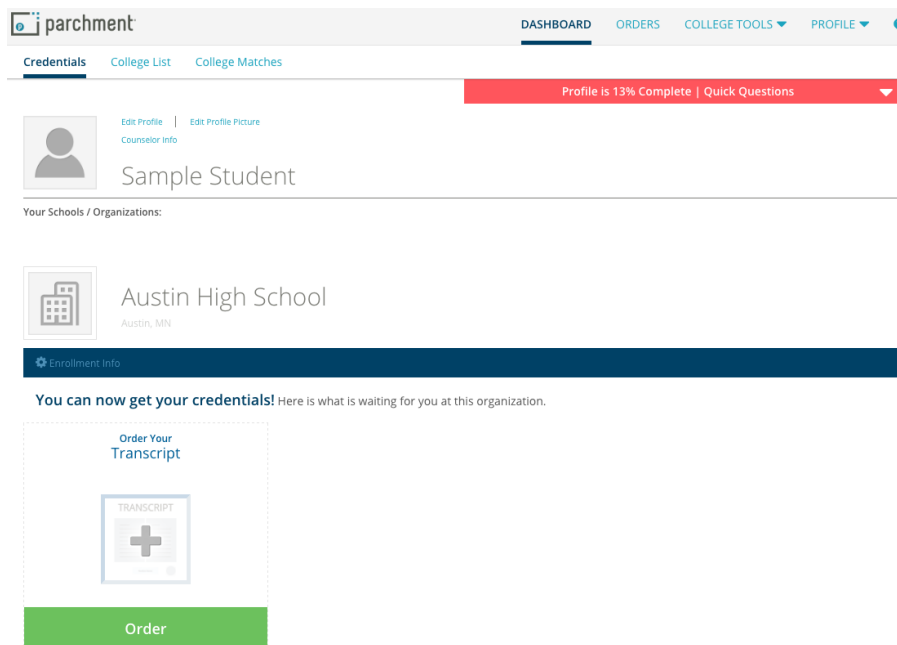
1. Login to Parchment (by going to the Parchment app from the Austin High School web site, "Student

Resources" and then "Parchment" app.)



2. Login to Parchment with your studentid#@austin.k12.mn.us and input the password that you created when you created your Parchment account. If you do not remember the password you created, you will need to click on "Sign In" and then click on "Forgot Your Password". Enter your login id which is your studentid#@austin.k12.mn.us. You will then need to go to your Office 365 e-mail account to recover your updated password.

3. Once in Parchment, go to the "Dashboard" tab across the top and click on the large green rectangle that says "Order Your Transcript" "Order".



4. Select a Destination "Where would you like to send your credential?" Choose "An Academic Organization, Admissions Office, Business or Other Organization". (Do NOT choose "Yourself or Another Individual" as you may access your unofficial transcript through Infinite Campus, left hand side under "Reports".) Type in where you want to send your transcript in the large rectangle box where it says "Search by organization name, e.g. NCAA, Common App, etc." and click "Search".


5. Select the destination by clicking on "Select".

parchment DASHBOARD ORDERS COLLEGE TOOLS ▾ PROFILE ▾ ?

1. Select a Destination 2. Order Details 3. Review 4. Consent 5. Payment Info 6. Confirmation


Select a Destination

Where would you like to send your credential?



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

Search

[Advanced Search ▾](#)

Institution	Location	Organization Type	
University of Minnesota - Twin Cities	Minneapolis, MN, US	College /Graduate	Select
University of Minnesota - Twin Cities	Minneapolis, MN, US	College /Undergraduate	Select
Minnesota State University - Mankato	Mankato, MN, US	College /Undergraduate	Select
University of Minnesota - Duluth	Duluth, MN, US	College /Undergraduate	Select
Minnesota State University - Moorhead	Moorhead, MN, US	College /Undergraduate	Select
University of Minnesota - Morris	Morris, MN, US	College /Undergraduate	Select

6. Once you have selected your destination for your transcript, you will see your order details. There should be no charge to order your transcript from now through July 31, 2017. If you see a charge, cancel your request and come see the AHS counseling office.


1. Select a Destination 2. Order Details 3. Review 4. Consent 5. Payment Info 6. Confirmation

Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

FROM
Austin High School
Austin, MN



Transcript
Delivery Method
Electronic

TO
Winona State University
Undergraduate Admissions
Winona, MN, 55987-0838

When do you want this sent?
Send Now ▾

Application Tracking Number (optional)

+ Add Another Destination

Delete this item

Credential Fee	\$0.00
Shipping / Handling	\$0.00
Item Total	\$0.00

Total Credential Fees	\$0.00
Total Shipping / Handling	\$0.00
Order Total	\$0.00

Save & Continue

7. You will then need to use your mouse or finger to sign, input your parents name if you are under the age of 18 and certify that you are the person requesting this transcript to be sent.

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1. Select a Destination 2. Order Details 3. Review **4. Consent** 5. Payment Info 6. Confirmation

Provide Consent

I authorize Parchment to release my academic credentials from Austin High School to the destinations I select.

Sign here with mouse or finger:

x

Clear Signature

Type Parent/Guardian Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.

Save & Continue

8. You will know that you have completed all of these steps if you receive this order confirmation.

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1. Select a Destination 2. Order Details 3. Review 4. Consent 5. Payment Info **6. Confirmation**

Order Confirmation

Your order has been placed. You will also receive an email confirmation for this order.

High Five! you've successfully placed your order, and it's on the way!

Share the News! [f](#) [t](#)

Order Total : \$0.00
[Order Details >](#)

How else may we help?

Track your Order

See the status of your order and find out when it's delivered

- [→ Go to your Parchment Account](#)
- [→ Create Another Order](#)
- [→ Help Center](#)

For high school students only. You're Invited!

College Discovery

Discover new colleges and scholarship programs that might be right for you

Please take a moment to share some additional information. It only takes a couple minutes and we'll do the rest. Through our partnership with Chegg opportunities that are well aligned to your academic goals are at your fingertips.

Yes, I am interested in colleges and scholarship programs discovering me through Parchment

Let's Do This!