



# Griffin Seniors

## Order Electronic Transcripts



1

### Register with the link sent to your @golosal.net gmail

- Your username is your email address
- Follow the prompts to build your profile
- Do **not** waive your FERPA rights

2

### Request your transcript

- Click the **Order** button under the Griffin
- Choose a destination option
  - ▶ An Organization (includes Colleges, Universities, and NCAA)
  - ▶ Yourself or Another Individual (email address)
- Choose either...
  - ▶ **Send Now** to have transcripts sent immediately *or*
  - ▶ **Hold for Grades** for transcripts to be sent **after** the next set of grades are posted
- Go to the Activities Office to pay \$10 for unlimited transcripts through July 31st, *or* pay \$3.00 per individual transcript

3

### Track your order from your Parchment account

- Log into Parchment.com using your account
- Click **Orders** in the navigation bar to check the status

Feel free to stop by, email, or call  
the Records Office if you have questions.  
(562) 799-4780 x82216  
records@losal.org



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## Additional Tips:



### Accessing Parchment

- To access your account once it is created, go to **Parchment.com** and sign in. Your username is your email address.



### Updating Parchment

- Update the email on your Parchment account to a personal email account. Your @golosal.net account will be closed after graduation.

Click **Profile** > **Account Settings**

Click **Add another email address to this account**



### Unofficial Self-View of Transcripts

- Your "self-view" of your transcript on your Parchment account needs to be updated every time new grades are posted
- Click the picture of your transcript located above the green "order" button, hover your mouse by the bottom of the transcript, and click **Update** just once. The order will go to the Los Alamitos High School Records Office.