

## Create an account

In this section, you will learn how to create a Parchment account.

- Parents and guardians can create parent/guardian accounts. For more information on these types of accounts, go to the [Parent/guardian accounts](#) section.
- If you are under 18, you must check the box to confirm that you have your parents' permission to create the account.
- Your password must be at least 8 characters long, and contain both letters and numbers.
- During the registration process, you will be asked if you'd like to share your information with colleges and/or employers looking for people like you. If you opt-in, we will make some of the information you provide to us available to a variety of colleges and programs. The colleges and programs can then send you information.

### HOW TO CREATE A PARCHMENT ACCOUNT **Check your StudentVUE Email!!**

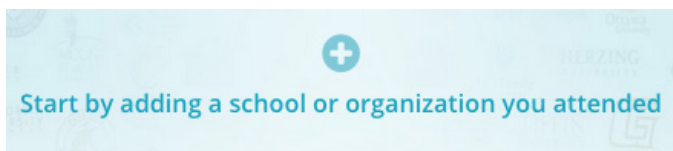
!!!



If you received an email from your school with a link in it, or a handout with a code, follow the instructions to register for an account. Registering this way speeds up the registration process because some of the information will already be filled in for you. This is available to high school students only. Otherwise, follow the instructions below.

**OR** To register for an account:

1. Go to [Parchment.com](#), click **Sign up**, and fill in the fields.
2. Click **Start by adding a school or organization you attended**.



3. Enter the name of your school in the search box and click **Search**.

A screenshot of a search interface. It shows a search box with the placeholder text "Search for the school you attended" and the text "Manzano High School" entered. To the right of the search box is a green button with the word "Search" in white. Below the search box is a link for "Advanced Search" with a downward arrow.

- Click **Advanced Search** to narrow the results and search by:
  - High schools
  - Colleges
  - City, State, or Country

- When your school appears, click **Add**. If your school does not appear or you see **Not Available** after clicking **Add**, please contact your school to request transcripts from them directly.

ADD

- You will be brought to the **Add Enrollment Information** page.
  - Select if you are currently enrolled or not currently enrolled.

**Enrollment Status\***  **Currently enrolled**  
 **Not currently enrolled**

- If your name when you were enrolled was different than your name today, check the box next to **My name was different when enrolled**. In the text boxes provided, enter what your name was when you were enrolled in this school.

**Your Name**  
Jenny Jones

**My name was different when enrolled**

**Name When Enrolled \***

Jenny Smith

- Enter your date of birth if it is not already filled in.
  - Select your gender (optional).
  - Select the years that you attended or, if you're still enrolled, enter the years you expect to attend.
    - Click the drop-down menu under **Earliest Year** to select the year you started at the school.
    - Click the drop-down menu under **Expected Grad Year** to select the year you graduated, or expect to graduate.
- If you are requesting a high school transcript:
    - Under **FERPA Privacy Rights**, select whether you'd like to waive your **FERPA** rights to read your letters of recommendation.
    - You will see a box that you can check if you want a **copy of your high school transcript stored in your Parchment account**.
  - Click **Consent and request**.
  - You are now ready to place your order. Go to the next section.

## Order your transcript

!!! It is important to remember that your school has your transcript. After you place your order, your school must review and approve your order before we can send it. Therefore, if there is a delay with your order, you should contact your school.

!!! You can place multiple orders at the same time if you need to send your transcript to different destinations. You can also select if you'd like to wait until your next grades are in before your transcript is sent.

### Transcripts are updated after each semester!

#### ELECTRONIC AND PAPER TRANSCRIPTS

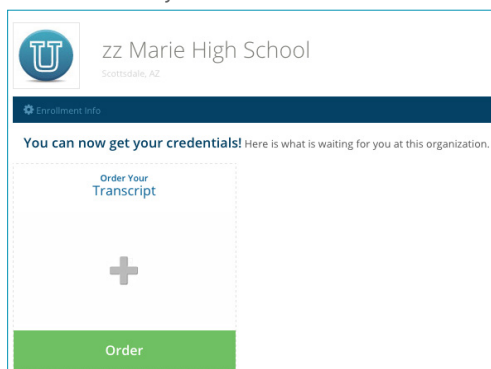
- Some schools have a preferred delivery method saved into our system, so you may not be presented with a choice of delivery methods. For example, some schools may only want to receive electronic transcripts, so you would not see a paper option.
- If you order an electronic transcript, the recipient will receive an email with a link in it to access your transcript, or, if they are part of the Parchment network, the electronic transcript will land in their Parchment account.
- If you order a paper transcript, you will have the option to send your transcript by USPS mail or overnight delivery. Information about overnight deliveries:
  - We use FedEx for overnight delivery.
  - FedEx does not deliver to PO Boxes.
  - FedEx does not deliver on Saturdays and Sundays.
  - Since your school must approve and process your order before we can send your transcript, it is unlikely that your transcript will be delivered the next day if there is a delay with your school approving and processing the order.



### !!! Sending electronically is the fastest option !!!

#### TO ORDER YOUR TRANSCRIPT:

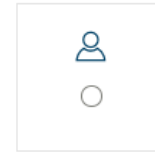
1. Log in to [Parchment.com](https://parchment.com).
2. You will see your school listed. Click **Order**.



3. You will see two destination options. Select the one on the left to send your transcript to a school, business, or other organization. Select the option on the right to send your transcript to yourself or another individual.



OR

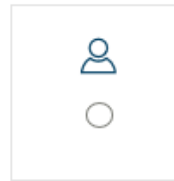


Select this option to send your transcript to a school, business, or other organization.

1. After selecting this option, enter the name of the school or other organization in the search box and click **Search**.
2. When you see the destination listed, click **Select** and skip to step 4 on the next page.
  - If your destination does not appear, click **Enter your own**.

#### Enter Your Own

- a. Select if you would like to email your transcript (the recipient would receive an email with a link to download your transcript), or if you would like to send a paper transcript. For more information on electronic transcripts, go to the [eTranscripts FAQ](#). For information on sending paper transcripts overnight, go to the [FedEx FAQ](#).
- b. Fill in the destination information.
- c. Click **Save & Continue**.
- d. Go to Step 4 on the next page.




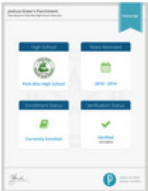

Select this option to send your transcript to yourself or another individual.

1. After selecting this option, select a delivery method:
  - **Electronic Delivery** means that the recipient receives an email with a link to download your electronic transcript. For more information, go to the [eTranscripts FAQ](#).
  - **Paper Transcript** means that you are sending a printed copy of your official transcript in the mail (you can select USPS or overnight later in the process). For information on sending paper transcripts overnight, go to the [FedEx FAQ](#).
  - **Send to my Parchment Account** allows you to order a copy of your official transcript and it will be stored in your Parchment account. You can then download or print it.
2. If you are sending the transcript to yourself, check the box **I am sending this order to myself**. The boxes will then be populated with your destination information.
 

I am sending this order to myself
3. Fill in the destination information. Click **Save & Continue**, and go to Step 4 on the next page.

4. You are now at the **Order Details** page where you can view your order and select if you would like to send your transcript now, or wait until next semester's grades are in.

Item(s) being ordered:

 <p><b>FROM</b> zz Marie High School Scottsdale, AZ</p>  <p><b>Transcript</b> Delivery Method 📡 Electronic</p>	 <p><b>TO</b> Capital University Office of Undergraduate Admissions Columbus, OH, 43209</p> <p><b>Processing Time</b> Send Now ▼</p> <p><b>Application Tracking Number (optional)</b> <input type="text"/></p> <p><b>Honors (optional)</b> <input type="text"/></p> <p><a href="#">+ Add Another Destination</a></p>	<p><a href="#">Delete this item</a></p> <table border="0"> <tr> <td>Credential Fee</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Shipping / Handling</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><b>Item Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total Credential Fees</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total Shipping / Handling</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Order Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table> <p><a href="#">Save &amp; Continue</a></p>	Credential Fee	\$0.00	Shipping / Handling	\$0.00	<hr/>		<b>Item Total</b>	<b>\$0.00</b>			Total Credential Fees	\$0.00	Total Shipping / Handling	\$0.00	<b>Order Total</b>	<b>\$0.00</b>
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- !!! • See the red circle above. If you would like to wait until your next grades are in before sending your transcript, click this drop-down menu and select **Hold for Grades**.
- If you would like to enter an application tracking number or Honors information, enter these in the applicable boxes.
- To send your transcript to another destination, click **+ Add Another Destination** and go back to step 3.
- If you'd like to remove this order, click **Delete this item**.

[Delete this item](#)

- Your total charges appear on the right side, and include any shipping fees.
- When you are ready to pay, click **Save & Continue**.

5. You can now review your order again. To make any changes, click **Edit Order**. Otherwise, click **Continue**.

[Continue](#)

- You are now on the **Provide Consent** page. This is where you (or your parent/guardian) authorizes Parchment to release your transcript from your school.

## Provide Consent

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

Sign here with mouse or finger:



Clear Signature

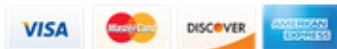
Type Parent/Guardian Name:

Jane Jones

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

- Use your mouse or stylus to sign your name in the box.
  - Type your name into the box and check the box to confirm that you are authorized to order the transcript.
    - For minors, a parent must sign in the box, type their name, and check the box that certifies they are authorized to order the transcript. However, if you are a minor and ordering your college transcript, you can sign.
- Click Save & Continue.
  - You are now on the **Payment Information** page. We accept Visa, Mastercard, Discover, and American Express. Enter your payment and billing information and click **Checkout**.



- You will land on the **Order Confirmation** page, and you can now begin to track your order.

**Your basic orders free.**