

Quick Guide to Setting Up Your Parchment Account:

- 1) Visit: www.Parchment.com
- 2) Click on “ Create Account
- 3) Click on “Create Account” as a Learner
- 4) Enter your :
 - GIVEN Name (No nicknames)
 - Enter DOB
 - Enter your grade level “12th Grade”
 - Enter an email address (Use a personal email and NOT OTHS email)
 - Enter Password
 - Choose if you would like to be discovered by colleges
 - Check Mark the box that you have your parents’ permission
 - Click “Sign Up”
- 5) Verify your account through your email
- 6) Add your Organization (Search O’Fallon Township High School)
- 7) Select Add when you find OTHS
- 8) Enter your enrollment status “Currently Enrolled”
- 9) Enter your DOB
- 10) Enter in your Earliest Year you attended (example: Current Seniors is 2015)
- 11) Enter your Expected Grad Year (example: current Seniors is 2019)
- 12) Select that you do waive your rights to access
- 13) Check the box to store your credentials in Parchment
- 14) Click “ Consent and Request”
- 15) You are now ready to start your order! Search for the college/university where you would like to send your transcript.

NOTES

- For transcript request purposes, it’s not necessary to complete the entire Parchment Profile.
- Official transcripts can only be sent to college/universities. If you need a personal copy of your transcript, please stop by the Main Office or Guidance Office to obtain.
- Transcript requests are free during your Senior year. In August following graduation, there will be a fee associated with sending your transcripts.
- **FINAL TRANSCRIPTS** must be requested. Parchment does not automatically send your final transcript to your college/university after graduation. It is your responsibility to request them in May/June.

Please stop by Guidance and see Mrs. Deatherage if you have any questions!

