

Ivy Tech Community College Transcript Retrieval Instructions from Parchment

- 1) Students first go to <https://www.ivytech.edu/registrar/3449.html> and select the 'click here' in the first statement on the page: "If all of your coursework at Ivy Tech was taken **Fall 1990 or later**, [click here](#) to request your transcript."
- 2) Upon signing into their **Parchment** account using their Parchment credentials (not Ivy Tech credentials) - or upon creating an account to do so - students then proceed to order a transcript (\$5.00) or diploma (\$10.00) and using the on-screen prompts select the recipient (a school, themselves, a third party, or another individual).
- 3) Once selections are made, the options appear in the students' shopping cart screen, displaying the requested order, recipient, and total price. (At which point students may remove an order, continue ordering more transcripts, or check out). If the intended order is accurate and complete, students select "Checkout" and electronically sign the consent form.
- 4) Students then provide valid credit card information for payment (again, \$5.00 per electronic transcript copy; \$10.00 per diploma copy), at which point, they can select 'Confirm' to finalize the order.

(Instructions with illustrations provided on the next two pages)

- 1) Students first go to <https://www.ivytech.edu/registrar/3449.html> and select the 'click here' in the first statement on the page: "If all of your coursework at Ivy Tech was taken **Fall 1990 or later**, [click here](#) to request your transcript."



start your journey here

APPLY NOW | REQUEST INFO | PROGRAMS A-Z



| MyIvy

| IvyLearn

| GIVE



Transcripts

page menu

[Home](#) > [Registrar](#) > Transcripts

To order an Ivy Tech transcript, use one of the following methods:

- If all of your coursework at Ivy Tech was taken **Fall 1990 or later**, [click here](#) to



- 2) Upon signing into their **Parchment** account using their Parchment credentials (not Ivy Tech credentials) - or upon creating an account to do so (N.B. – in crafting a Parchment account to pull Ivy Tech dual credit, **Year Graduated or Year Last Attended**: would be '2020, **Degree Received or Degree Sought** would be 'Courses Only', and if they forget their Ivy Tech ID# (C#), they can use the last four digits of their SSNs instead), students then proceed to order a transcript (\$5.00) or diploma (\$10.00) and using the on-screen prompts select the recipient (a school, themselves, a third party, or another individual).

The screenshot shows the Parchment Exchange website interface. At the top, there are navigation links: Home, Support, Contact Us, Shopping Cart: \$0, and Sign In. The main header features the Ivy Tech Community College logo. Below the header, a progress bar indicates the steps: 1. Login or Register (active), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order.

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign In.

If this is your first time using the online order system, please click Create Account and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

[Create Account](#)

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#) [Sign In](#)

Parchment Ordering Service v2.9
Copyright © 2006-2019 Parchment Inc. All Rights Reserved.
[Privacy Policy](#) [Refund Policy](#)
08:55am PDT

- 3) Once selections are made, the options appear in the students' shopping cart screen, displaying the requested order, recipient, and total price. (At which point students may remove an order, continue ordering more transcripts, or check out). If the intended order is accurate and complete, students select "Checkout" and electronically sign the consent form.

The screenshot shows the '2. Select Documents' step of the Parchment Exchange process. The Ivy Tech Community College logo is at the top. A progress bar shows steps: 1. Login or Register, 2. Select Documents (active), 3. Order Details, 4. Provide Consent, 5. Payment, 6. Review Order. The main heading is 'Where would you like your document(s) sent?'. Below it, instructions state: 'To print and mail a document or send directly to an email address, click "Send to Yourself, Another Individual, or Third Party" in blue letters below.' There is a search box labeled 'Institution Name, Acronym, Location, or Email' with a 'SEARCH' button. Below the search box, it says 'Or Send to Yourself, Another Individual, or Third Party'. At the bottom, it says 'Parchment Ordering Service v2.9', 'Copyright © 2006-2019 Parchment Inc. All Rights Reserved.', and links for 'Privacy Policy' and 'Refund Policy'. The timestamp '09:01am PDT' is at the bottom.

- 4) Students then provide valid credit card information for payment (again, \$5.00 per electronic transcript copy; \$10.00 per diploma copy), at which point, they can select 'Confirm' to finalize the order.

The screenshot shows the '6. Review Order' step of the Parchment Exchange process. The Ivy Tech Community College logo is at the top. A progress bar shows steps: 1. Login or Register, 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, 6. Review Order (active). The main heading is 'Confirm Your Billing Info:'. Below it, there are two sections: 'External Payment' and 'Billing Address: (*Must match the address associated with your credit card)'. The 'External Payment' section shows 'Payment Method: Cash' and an 'Edit Payment Information' button. The 'Billing Address' section shows '50 W. Fall Creek Parkway North Drive, Indianapolis, IN 46208, United States' and an 'Edit Billing Address' button. Below these sections is a table titled 'Confirm Your Document Request:'. The table has columns: Document Name, Qty., Unit Price, and Total. The table contains one row: 'eTranscript' with Qty. 1, Unit Price \$5.00, and Total \$5.00. Below the table, it shows 'Delivery Mode - Electronic', 'Processing Time - Now', 'Document Date - 10/20/2019 9:07:33', 'Purpose For Request - Apply for undergraduate admission', and 'Send To - Butler University'. At the bottom right, it shows 'Sub-Total: \$5.00' and 'Total: \$5.00'. At the bottom left, there is a 'Back' button. At the bottom right, there is a 'Confirm' button. A note at the bottom states: 'Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.'

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$5.00	\$5.00

Sub-Total: \$5.00
Total: \$5.00