

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

Transcripts

age 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).

Parchment Exchange - Leader in... Login: Parchment Exchange - Lo... +

int-exchange.parchment.com/send/adds/index.php?main_page=login&ls_id=oBZGKLuGGIY3

Apps National Student Cl... Imported From IE Pentaho User Cons... Banner 9 Program Change Ivy Tech Policy and... Box-CTL Other bookmarks

Home | Support | Contact Us Shopping Cart \$0 | Sign In

IVY TECH COMMUNITY COLLEGE

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 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

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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.

Where would you like your document(s) sent?

To print or mail a document or send directly to an email address, click 'Send to Yourself', 'Another Individual', or 'Third Party' in blue letters below.

Institution Name, Acronym, Location, or Email

Or Send to Yourself, Another Individual, or Third Party

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09:01am PDT

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.

External Payment
Payment Method: Cash

Billing Address: (*Must match the address associated with your credit card)
50 W. Fall Creek Parkway North Drive
Indianapolis, IN 46208
United States

Confirm Your Document Request:

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

Delivery Mode - Electronic
Processing Time - Now
Document Date - 10/20/2019 9:07:33
Purpose For Request - Apply for undergraduate admission
Send To - Butler University

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

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.

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