Order your final transcript now

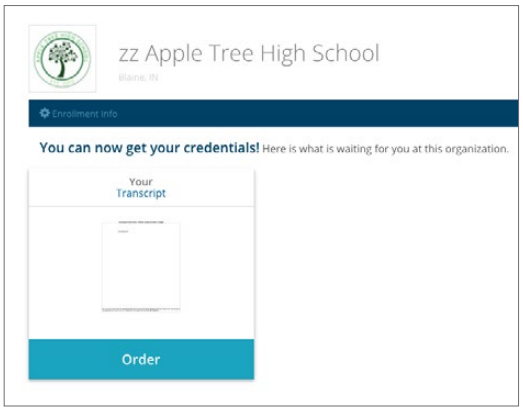
Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then place your order now. Your transcript won't be sent until your final grades are on it. Why wait?

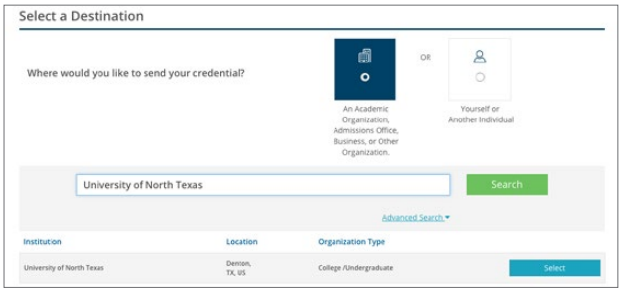
TO ORDER YOUR FINAL TRANSCRIPT:

1. Sign in to your Parchment account.
   - If you forgot your password, no problem! Simply click the Forgot Password link to reset it.
   - If you don't have a Parchment account yet, create an account now.

2. Click **Order**.



3. Search for the destination that you want to send your final transcript to. When you find it, click **Select**.



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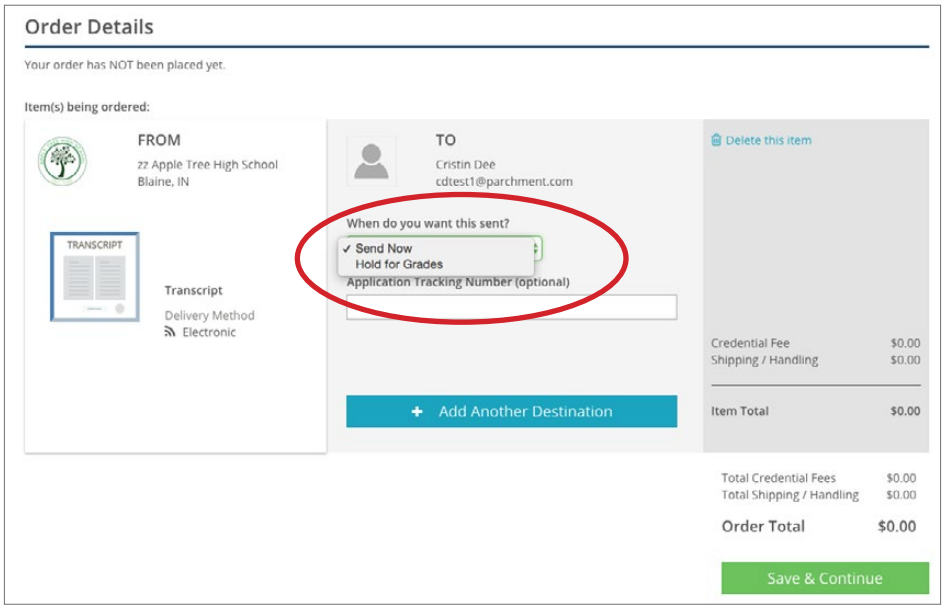
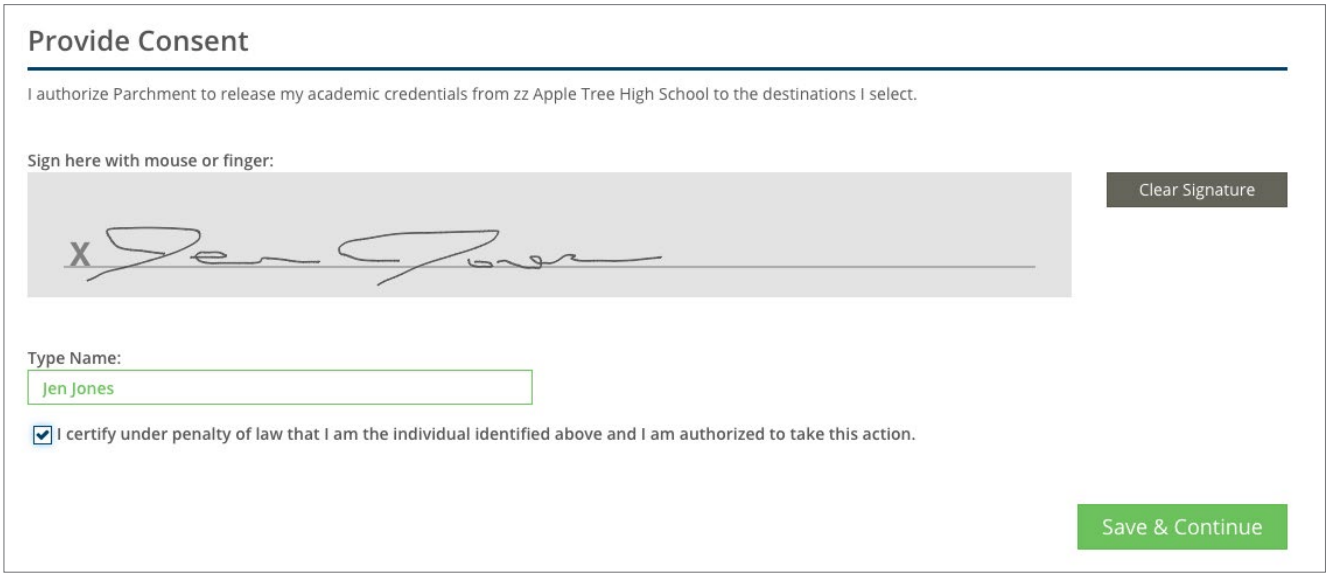
4. Under **When do you want this sent?**, select **Hold for Grades**. This means the transcript won't be sent until this semester's grades are on it. Click **Save & Continue**. You'll click **Save & Continue** again after reviewing your order.



5. Give consent and click **Save & Continue**. On the next screen, you'll enter payment information and you're done!



A FEW RESOURCES

Download the Parchment guide to ordering transcripts
Watch the ordering video
Watch the tracking video

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