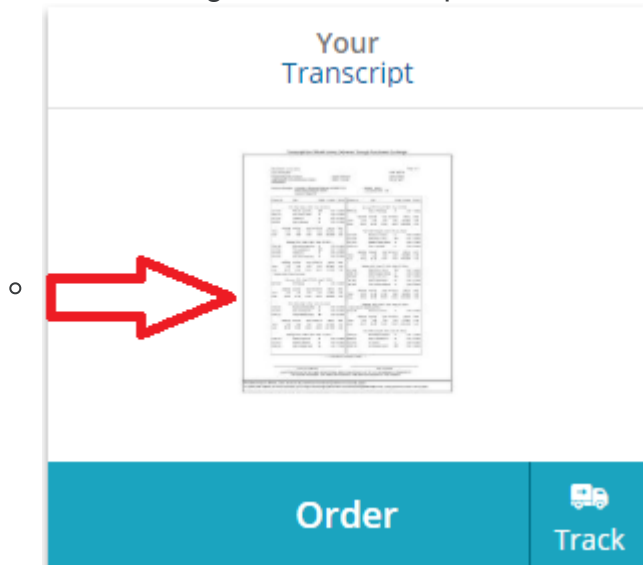


# Updating your unofficial self-view

**\*Please note that pressing the Update button will not automatically update your transcript. This button generates a new Unofficial Self-view order for your school to fulfill. Your high school will still need to process this order before the updated transcript appears in your account.**

## Steps to update

1. Log into your Parchment Account
2. Click on the image of the transcript in the ordering tile under your high school.



3. Click the Update button at the bottom of your transcript
  - This will generate an order to your high school for a new unofficial self-view transcript. Your high school will need to process this order before the updated version appears in your account.