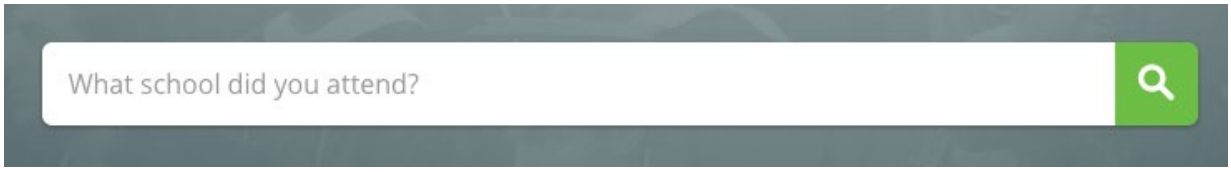
Quick Start Guide

CREATE A PARCHMENT ACCOUNT AND ORDER YOUR TRANSCRIPT

CREATE A PARCHMENT ACCOUNT

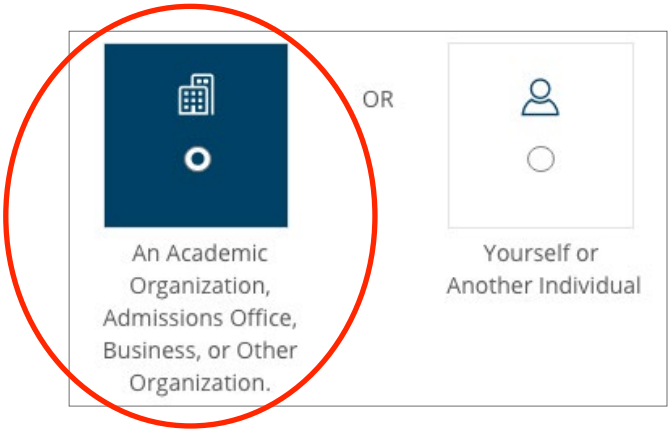
Go to Parchment.com and search for the school you attend(ed). This is the school where you will be requesting your transcript from, not the school (or other destination) that you want to send your transcript to. You will then fill in all the fields on that page to get your account set up.



If you received an email from your school with a link in it, or a handout with a registration code, follow the instructions in the email or handout to register.

ORDER YOUR TRANSCRIPT

1. Sign in.
2. Click **Order** under the name of your school.
3. You will see two destination options. If you are sending your transcript to a school, select the option on the left. If you are sending it to yourself or to another individual, select the option on the right:



If you select the option on the left, you will be presented with a search box where you will search for the destination. If the destination that you are sending your transcript to does not appear, click **Enter Your Own** to manually enter the destination.

4. Continue filling in the fields to place your order. Information on the next page tells you more about the options that you will see here.
5. On the **Provide Consent** page you (or your parent/guardian) authorizes Parchment to release your transcript from your school once we receive the transcript. You can sign with your mouse or finger.

IMPORTANT THINGS TO NOTE

Remember that your school has your transcript. If you track your order and see **Order submitted to school** as your order status, please contact your school if you are concerned about a delay in processing your order.

ELECTRONIC AND PAPER TRANSCRIPTS

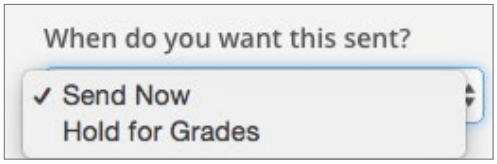
Sending and receiving electronic transcripts is fast, easy, and secure, but we know that there may be times when you need to send paper transcripts. Since some schools in the Parchment network may only want to receive electronic transcripts, you may not be presented with a choice of delivery methods.

For electronic transcripts, the recipient will either receive an email with a link in it to access your transcript, or, if the recipient is a school that is part of our Parchment network, the electronic transcript will land in their Parchment account.

For paper transcripts, you have the option to send your transcript by USPS mail or overnight delivery. We use FedEx for overnight delivery. FedEx does not deliver on Saturdays and Sundays. Remember that your school must approve and process your order before we can send your transcript, so if you select overnight delivery, your transcript may not be delivered the next day if there is a delay with your school processing your order.

SEND YOUR TRANSCRIPT NOW OR WAIT UNTIL YOUR NEXT GRADES ARE ON IT

During your order, you will be presented with a drop-down menu where you can select if you want to wait until your next grades are in before sending your transcript.



TRACK YOUR ODER

You will receive regular email updates, and you can always sign in to your account to track your order.

NEED MORE HELP?

Visit our Help Center if you need any help along the way. We have help topics and videos, and you can submit a support ticket to contact us.