Quick Start Guide

Create a Parchment Account and Order Your Transcript

Create a Parchment Account

1. Go to the **Sign up page,** and fill in the fields.

2. Start by adding a school or organization you attend/ed.

3. Enter CONWAY HIGH SCHOOL in the search box and click **Search**.

4. When your school appears, enter your email address and fill in the fields.

Please note: Your Horry County School student email will be disabled mid-summer. Use a personal email for access.

Order Your Transcript

1. **Sign in to your account.**

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, enter the school name in the text box. If you are sending it to yourself or another individual, select the **I'm sending to myself or another individual** option.

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.

6. You can log back in at any time to **track your order**.

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.

	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 two options: • Send Your Transcript Now • Wait Until Your Next Grades Are Posted

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.
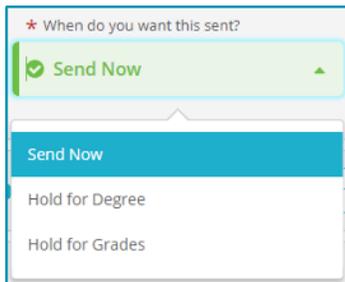
Track Your Order

Visit our help topic **Track your order** for full details on tracking your transcript. It includes troubleshooting information too if your transcript has not been received.

Need More Help?

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

References:

Create your account: https://www.parchment.com/u/registration/individual
Sign into your account: https://www.parchment.com/u/auth/login
Track your order: https://parchmentsupport.force.com/s/article/Transcript-not-received?language=en_US
Help Center: https://parchmentsupport.force.com/s/?language=en_US
Quick Byte Videos: https://vimeo.com/showcase/9672793?share=copy