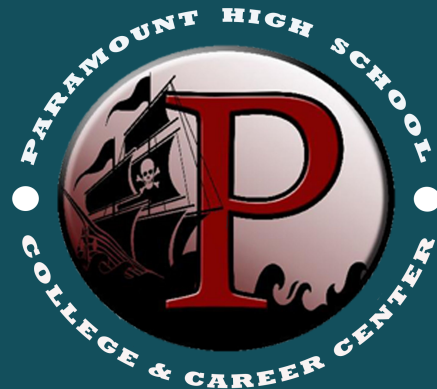




PARCHMENT

How to Create an Account and Order an Official Transcript

BY: PHS COLLEGE AND CAREER CENTER (CCC)

OBJECTIVES

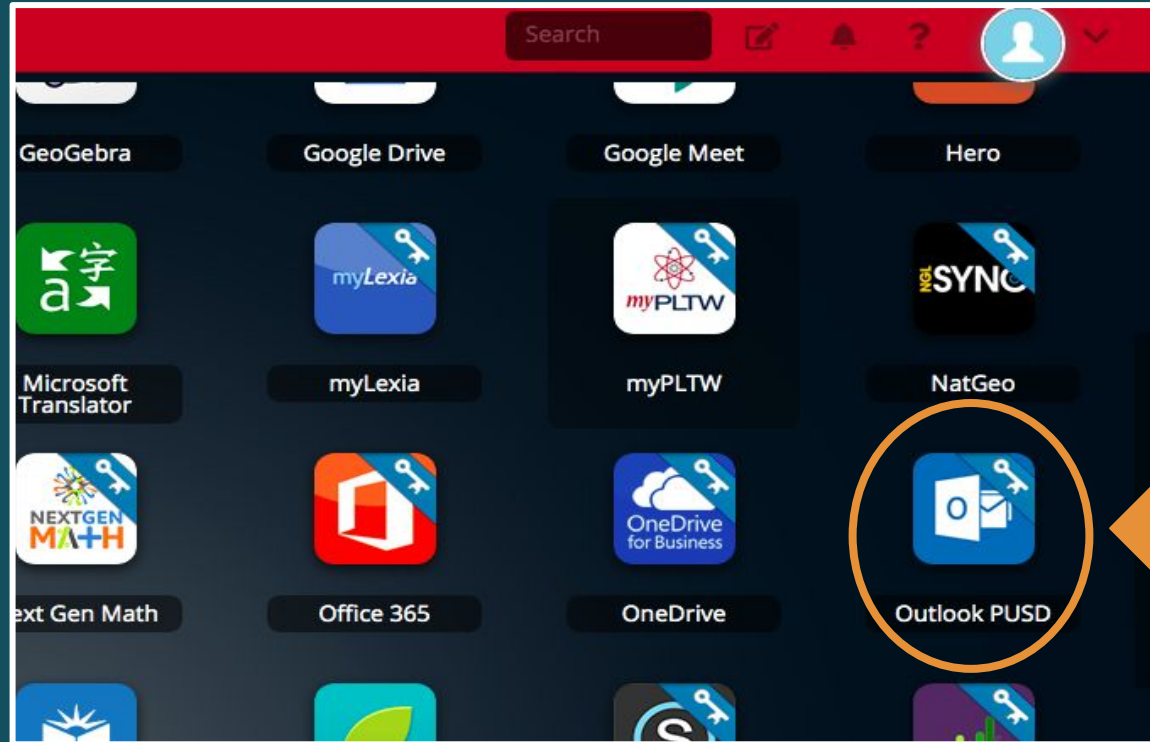
- Students will be informed of the difference between unofficial and official transcripts
- Students will be given step-by-step instructions on how to create a Parchment account and order an official transcript

UNOFFICIAL Transcript vs. OFFICIAL Transcript

UNOFFICIAL Transcript	OFFICIAL Transcript
• This is the common transcript that students view. Students should review it to make sure all classes and grades are up to date. • Students can use their unofficial transcript as a reference to input classes and grades accurately on to college applications. • Seniors will refer to unofficial transcripts for upcoming Grad Check meetings with Alpha Counselors.	• These transcripts are sent directly from a school official to the college - may be printed and signed or can be sent electronically by ordering through Parchment. <i>Note: Each student is allowed to send 2 electronic official transcripts free of charge while in high school.</i> • Colleges will typically request these at a later time during the admissions process. • These also may be requested by future employers.

STEP 1 - THROUGH CLASSLINK - GO TO OUTLOOK

Click on
“Outlook”

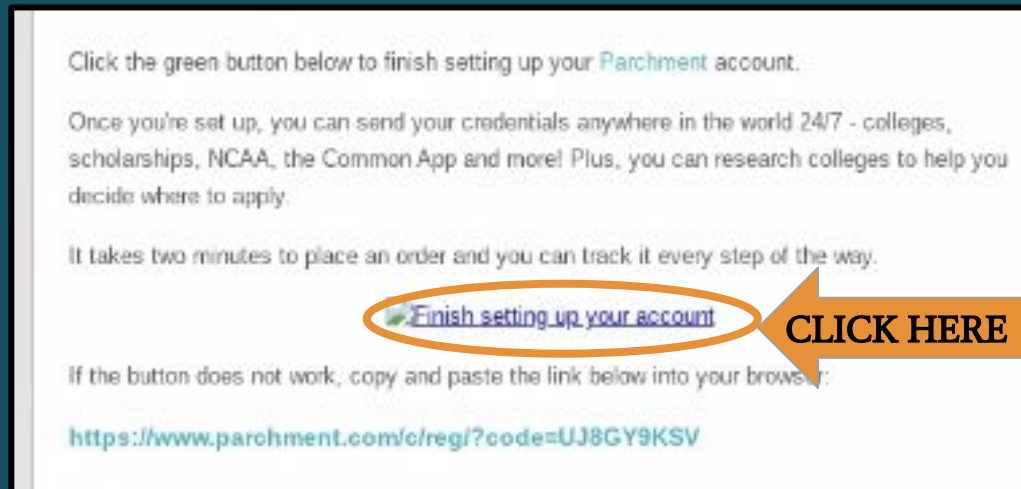
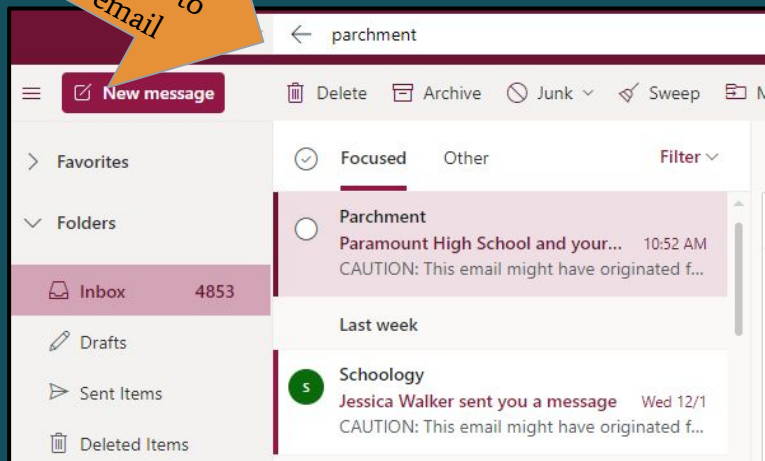


STEP 2 - CLICK EMAIL LABELED “PARCHMENT”

Once you find the email , Click the link- “Finish Setting up Account”

Or - Copy and Paste the Link under to your browser

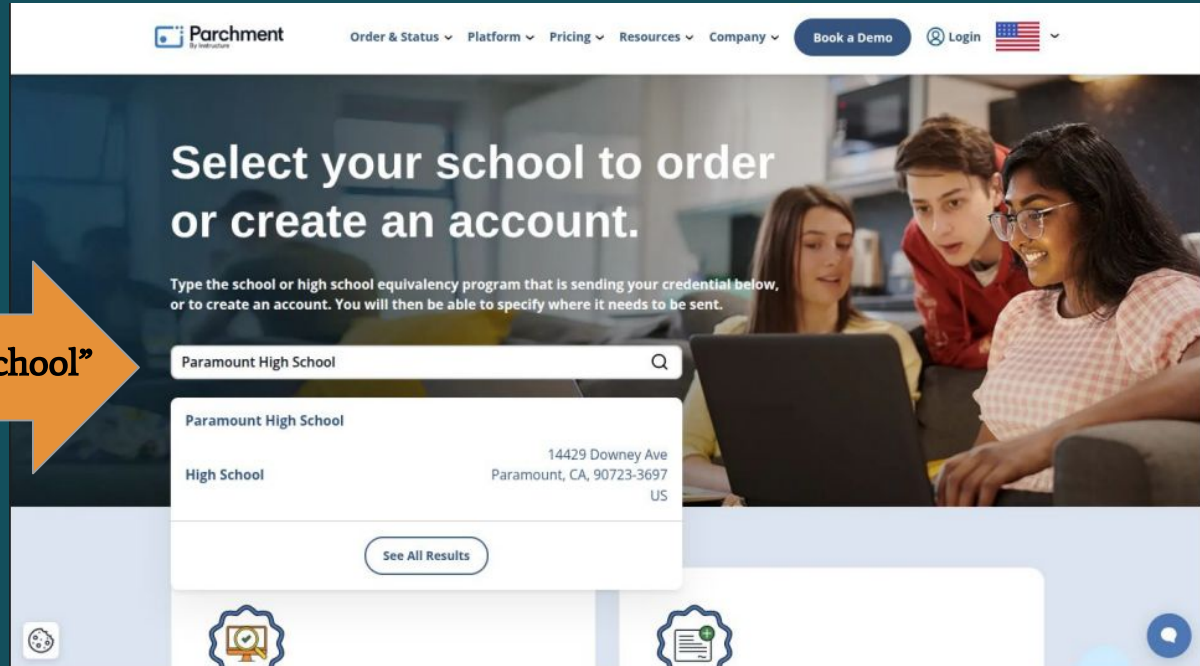
Search the word
“parchment” to
find the email



STEP 3 - LINK TAKES YOU HERE, Search for your school

Type in the name of your school into the search bar.

Type in “Paramount High School”



The screenshot shows the Parchment website interface. At the top, there is a navigation bar with the Parchment logo, links for Order & Status, Platform, Pricing, Resources, and Company, a Book a Demo button, a Login link, and a US flag. The main heading reads "Select your school to order or create an account." Below this, a subtext says "Type the school or high school equivalency program that is sending your credential below, or to create an account. You will then be able to specify where it needs to be sent." A search bar contains the text "Paramount High School". Below the search bar, a dropdown menu displays the search results for "Paramount High School", showing the address: "14429 Downey Ave, Paramount, CA, 90723-3697, US". A "See All Results" button is located at the bottom of the dropdown. The background of the website features a photo of three students looking at a laptop.

Paramount High School

14429 Downey Ave
Paramount, CA, 90723-3697
US

See All Results

STEP 4 - Choose whose transcripts you're ordering

Parchment
By Institutions

Support

Learner Account

 **Paramount High School**

Select “ordering your own credentials or academic records”

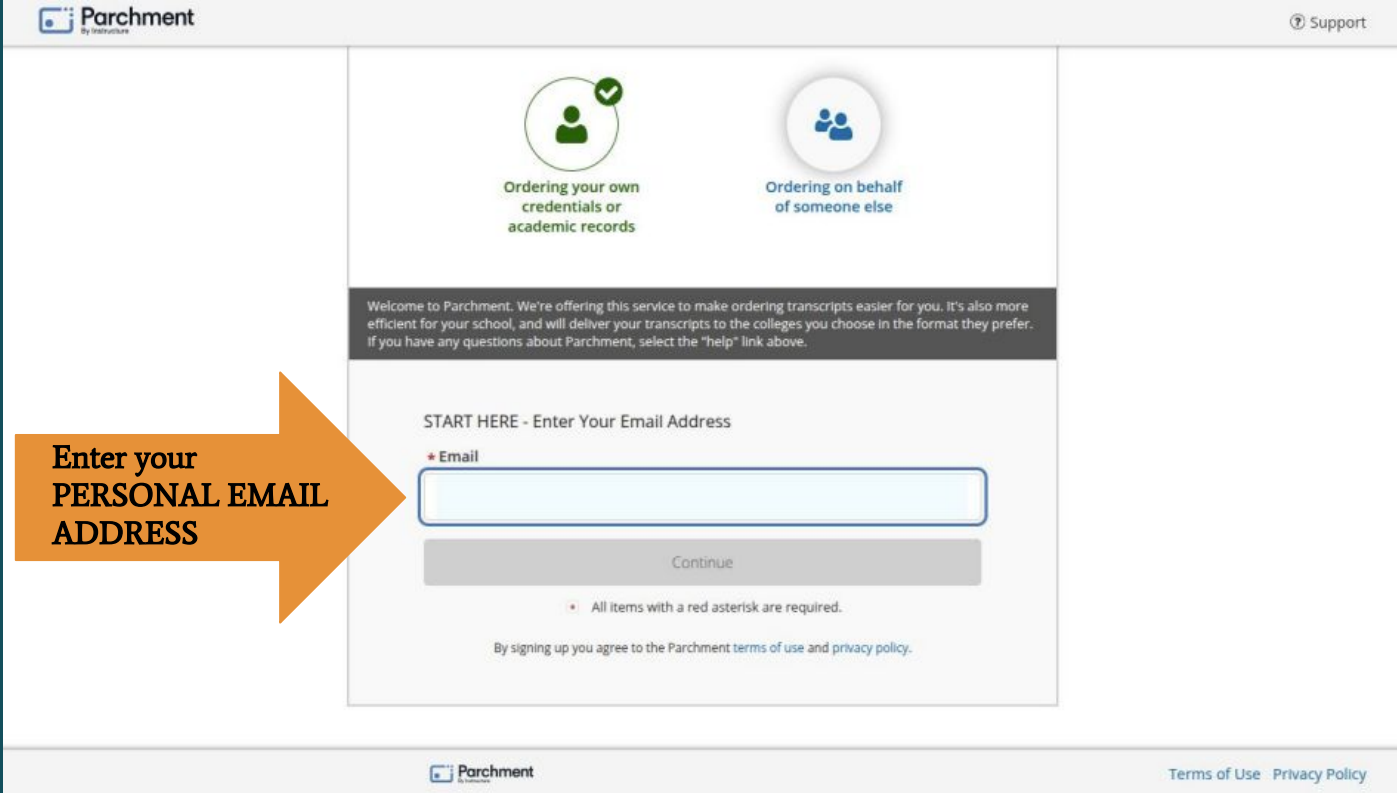
 Ordering your own credentials or academic records

 Ordering on behalf of someone else

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer. If you have any questions about Parchment, select the "help" link above.

START HERE - Enter Your Email Address

STEP 5 - Scroll Down



The image shows the Parchment website interface. At the top, the Parchment logo is on the left and a "Support" link is on the right. Below the header, there are two circular icons: one with a person and a checkmark, and another with two people. Below these icons are the labels "Ordering your own credentials or academic records" and "Ordering on behalf of someone else". A dark grey banner contains a welcome message. Below the banner, the text "START HERE - Enter Your Email Address" is displayed. Underneath is a red asterisk followed by the word "Email", a light blue input field, and a grey "Continue" button. A small note states "All items with a red asterisk are required." Below that, a line of text says "By signing up you agree to the Parchment terms of use and privacy policy." At the bottom of the page, the Parchment logo is on the left, and "Terms of Use" and "Privacy Policy" links are on the right.

Parchment
By Institution

Support

Ordering your own
credentials or
academic records

Ordering on behalf
of someone else

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer. If you have any questions about Parchment, select the "help" link above.

START HERE - Enter Your Email Address

* Email

Continue

* All items with a red asterisk are required.

By signing up you agree to the Parchment terms of use and privacy policy.

Parchment
By Institution

Terms of Use Privacy Policy

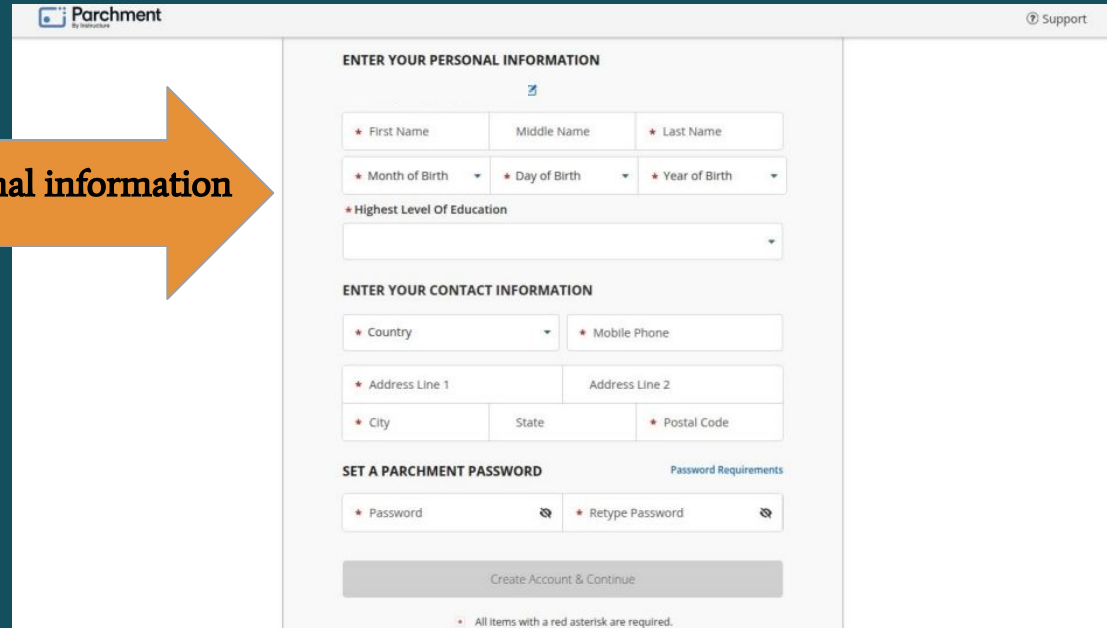
Enter your
PERSONAL EMAIL
ADDRESS

STEP 6 - Fill out your personal information

Type in your personal information. This should match what PHS has on record.

Fill out your personal information

ONLY ITEMS WITH
ASTERISKS
ARE REQUIRED



The screenshot shows the 'Parchment' logo in the top left and a 'Support' link in the top right. The main heading is 'ENTER YOUR PERSONAL INFORMATION' with a small icon below it. The form is divided into three sections: 'ENTER YOUR PERSONAL INFORMATION', 'ENTER YOUR CONTACT INFORMATION', and 'SET A PARCHMENT PASSWORD'. The first section includes fields for First Name, Middle Name, Last Name, Month of Birth, Day of Birth, Year of Birth, and Highest Level Of Education. The second section includes Country, Mobile Phone, Address Line 1, Address Line 2, City, State, and Postal Code. The third section includes Password and Retype Password fields. A 'Create Account & Continue' button is at the bottom. A note at the bottom states: '* All items with a red asterisk are required.'

ENTER YOUR PERSONAL INFORMATION

* First Name Middle Name * Last Name

* Month of Birth * Day of Birth * Year of Birth

* Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

* Country * Mobile Phone

* Address Line 1 Address Line 2

* City State * Postal Code

SET A PARCHMENT PASSWORD [Password Requirements](#)

* Password * Retype Password

Create Account & Continue

* All items with a red asterisk are required.

NOTE: Write down your email and password in a secure spot so you don't forget this login information for later!!

STEP 7 - FILL OUT ALL SECTIONS WITH YOUR INFO

 **Parchment**
By instructors

Enrollment Information

NAME: Pirate Pete 

DOB: 2008-09-10

Some additional information related to your enrollment is required below.



Paramount High School
14429 Downey Ave, Paramount, CA, 90723-3697

* Are you currently enrolled?

* Your first year of attendance * Year You Graduated or Left

Please verify your name while attending

* Please verify your name while attending

☒ Pirate Pete

☐ Other name variation or maiden name



STEP 8 - FILL OUT ALL SECTIONS WITH YOUR INFO

 **Parchment**
By Institutions

NAME: Pirate Pete 
DOB: 2008-09-10

Some additional information related to your enrollment is required below.



Paramount High School
14429 Downey Ave, Paramount, CA, 90723-3697

* Are you currently enrolled?
☒ Yes, currently attending

* Your first year of attendance
☒ 2022

* Expected Graduation/Leave Year

Please verify your name while attending
* Please verify your name while attending

☒ Pirate Pete
☐ Other name variation or maiden name



Enter the year you started as a high school student at West Campus

Enter the year you will graduate from high School

STEP 9 - Search for a college you are interested in.

You must enter at least one college.



By institutions

Welcome To Parchment

Ordering transcripts and academic credentials through Parchment has never been easier.



165M+
credentials exchanged



18.7M+
learners served



7.3K+
network receivers



Let's get your journey started with some schools you are interested in, so we can provide you with the best order experience possible!

SELECT COLLEGES YOU ARE INTERESTED IN

Add up to 5 schools. Don't worry, you can adjust this list later.

* At least one school is required

[I Don't Plan On Attending College](#)



STEP 10 - Scroll Down

 **Parchment**
By Institution



California State University - Long Beach
Long Beach, CA



California State University - Los Angeles
Los Angeles, CA



California State University - Fullerton
Fullerton, CA



California State University - Northridge
Northridge, CA



California State University - Fresno
Fresno, CA

You're all set for now. You can add more later.

I wish to be discovered by colleges and universities as an optional and free feature of my Parchment account. By clicking "yes," I authorize Parchment to share my self-reported personal information, including profile data, with select partners (colleges, universities, and other third parties serving academic institutions) for recruitment and enrollment. [Learn more here.](#)

☒ YES ☐ NO



Select YES or NO

STEP 11 -
Fill out this
information

STEP 12 -
Scroll Down

Parchment
by university

ACADEMIC INTEREST

* Field Of Study Or Degree Area You Are Interested In

At Least 1 Is Required And You Can Add Up To 5

ACADEMIC INFORMATION

* Unweighted GPA

0.00 - 4.00

* Year You Plan To Enter College

Select

* Have You Taken The SAT?

☐ YES ☒ NO

* Have You Taken The ACT?

☐ YES ☒ NO

PERSONAL INFORMATION

* Gender

Select

Save & Continue

* All items with a red asterisk are required

Skip This Step For Now

Support **Parchment** by university Terms of Use Privacy Policy

Select **SKIP THIS STEP FOR NOW**

STEP 13 - Select “Orders,” then Click “Order”

The screenshot shows the Parchment web application interface. At the top, the Parchment logo is on the left, and a user profile for 'Nataly Jauregui' is on the right. Below the header is a navigation bar with tabs: 'DASHBOARD', 'ORDERS', 'CREDENTIALS', 'TOOLS', and 'SETTINGS'. The 'ORDERS' tab is selected. Below the navigation bar, there is a 'Cancel' button with a close icon. The main content area is titled 'Available Credentials'. It contains a section for 'Paramount High School' with a circular logo and text stating: 'The following credentials are available from Paramount High School. Start your order by selecting a credential listed below (you can add more later)'. Below this, there is a 'Transcript' credential listed with a document icon labeled 'TRANSCRIPT' and '3.2'. To the right of the 'Transcript' entry is a green 'Order' button. Two orange callout boxes with arrows are overlaid on the image: one pointing to the 'ORDERS' tab with the text 'Select “Orders”' and another pointing to the 'Order' button with the text 'Click “Order”'. At the bottom of the page, there is a footer with 'Support', the Parchment logo, and links for 'Terms of Use' and 'Privacy Policy'.

Parchment
By Instruction

Hello, Nataly Jauregui

DASHBOARD **ORDERS** CREDENTIALS TOOLS SETTINGS

Cancel X

Available Credentials

 The following credentials are available from **Paramount High School**. Start your order by selecting a credential listed below (you can add more later)

 **Transcript**
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

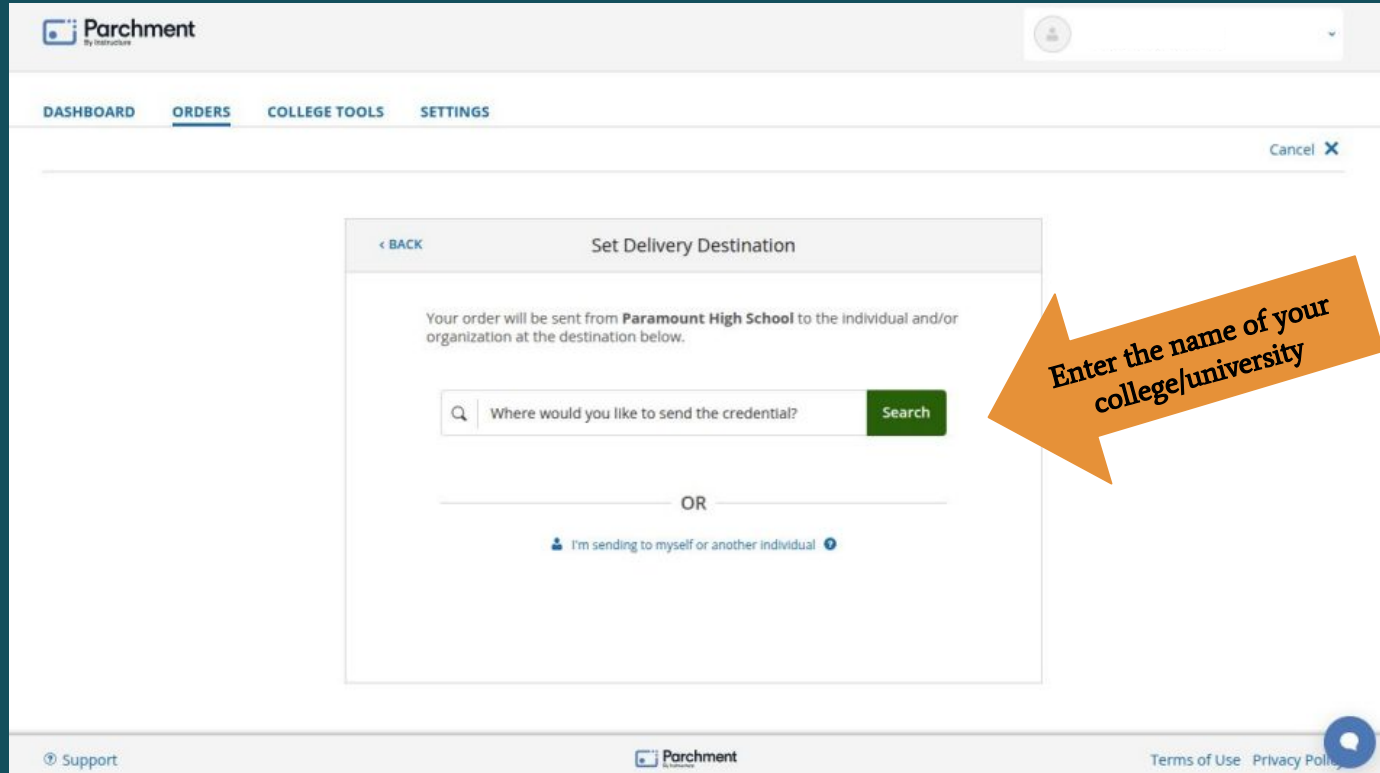
Order

Support

Parchment

Terms of Use Privacy Policy

STEP 14 - Search and select the college/university you would like to send your Official Transcript to



The screenshot shows the Parchment web interface. At the top, the Parchment logo is on the left, and a user profile icon is on the right. Below the logo is a navigation bar with links: DASHBOARD, ORDERS (which is underlined), COLLEGE TOOLS, and SETTINGS. A 'Cancel' button with a close icon is in the top right corner of the main content area.

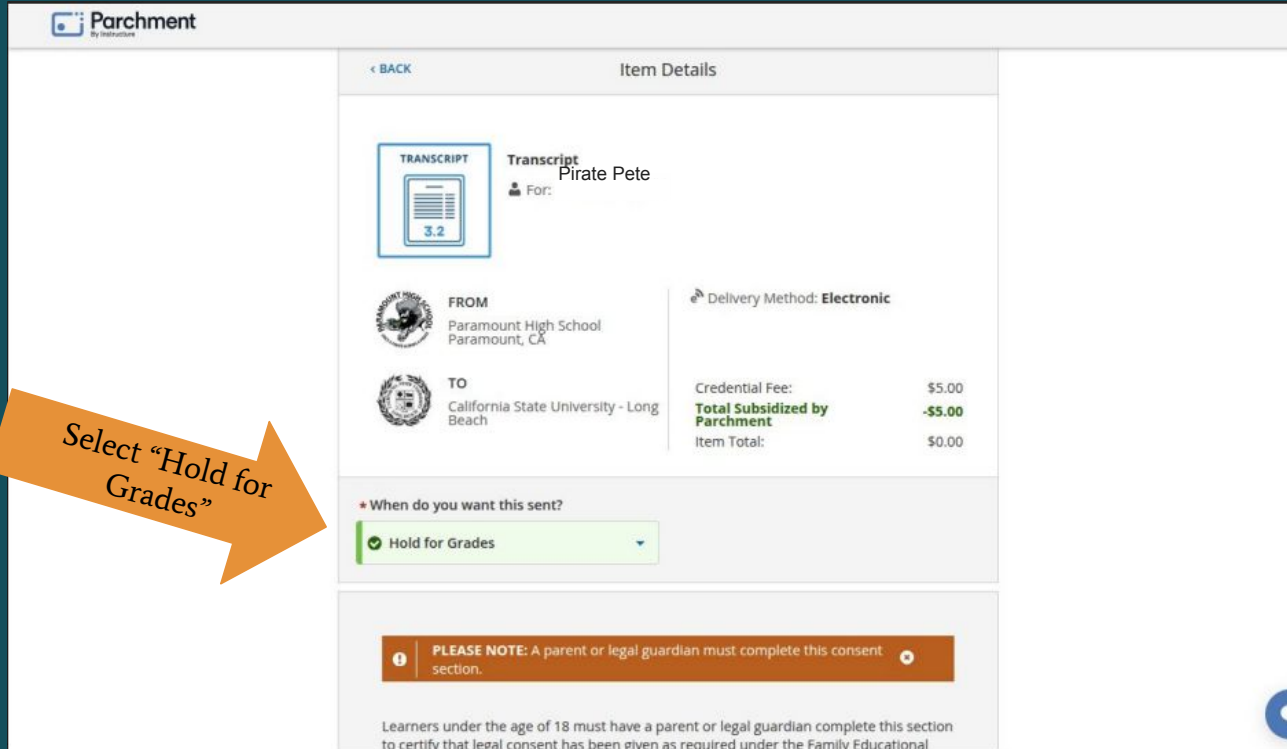
The main content area features a modal window titled 'Set Delivery Destination' with a '< BACK' link. Inside the modal, a message states: 'Your order will be sent from **Paramount High School** to the individual and/or organization at the destination below.'

Below this message is a search input field with a magnifying glass icon and the placeholder text 'Where would you like to send the credential?'. To the right of the input field is a green 'Search' button. Below the input field is a horizontal line with the word 'OR' centered. Underneath that is a link that says 'I'm sending to myself or another individual' with a person icon and a help icon.

An orange arrow points from the right side of the screen towards the search input field, containing the text 'Enter the name of your college/university'.

At the bottom of the page, there is a footer with a 'Support' link on the left, the Parchment logo in the center, and 'Terms of Use' and 'Privacy Policy' links on the right.

STEP 15 - Select “Hold for Grades”



Parchment
By Institutions

[← BACK](#) Item Details

 **Transcript**
For: **Pirate Pete**

FROM
 Paramount High School
Paramount, CA

TO
 California State University - Long
Beach

Delivery Method: Electronic

Credential Fee: \$5.00
Total Subsidized by Parchment **-\$5.00**
Item Total: \$0.00

* When do you want this sent?
☒ **Hold for Grades**

PLEASE NOTE: A parent or legal guardian must complete this consent section.

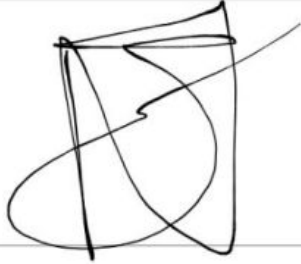
Learners under the age of 18 must have a parent or legal guardian complete this section to certify that legal consent has been given as required under the Family Educational

NOTE: If you have issues with payment, contact the College and Career Center at 562-602-6070 or the Counseling Office at 562-602-6068.

STEP 16 - Sign, type full name, and consent



By Institution



X _____

Type full name as signed above

☒ Pirate

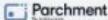
Middle Name

☒ Pete

☒ I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

 All items marked with a red asterisk are required.



By Institution

[Support](#) [Terms of Use](#) [Privacy Policy](#) 

STEP 17 - Complete Order

 **Parchment**
By Instruction

Cancel 

[< BACK](#)

Order Summary

 Your order has not been placed yet. Please review and complete the order below
Here's your order summary

Expand All

FOR			1	\$0.00	^
ITEM	Transcript	  	\$5.00		
FROM	Paramount High School			-\$5.00	
TO	California State University - Long Beach, Long Beach, CA				
Add another item for Nataly Jauregui					

Total Credential Fees	\$5.00
Discount(s) applied	
Amount Subsidized by Parchment	-\$5.00
Sales Tax	To Be Calculated
Order Total	\$0.00

COMPLETE ORDER



Complete Order

STEP 18 - Take a screenshot of your confirmation



Order Confirmation



Thank you for your order Your order has been placed.

[Collapse All](#)

FOR		1	\$0.00	^
ITEM	Transcript		\$5.00	
FROM	Paramount High School			
TO	California State University - Long Beach, Long Beach, CA		-\$5.00	

Order Date:
MAY 14, 2026
Placed By:

Total Credential Fees	\$5.00
Discount(s) applied	
Amount Subsidized by Parchment	-\$5.00
Sales Tax	\$0.00
Order Total	\$0.00

What happens next?

 Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from

You will receive an email once your Official Transcript is sent after final grades are posted!

Reminder: You must register for Parchment using your **PERSONAL EMAIL**.

QUESTIONS?

Visit the PHS CCC or Counseling Office if you have any questions or need assistance with this process.

College and Career Center:
562-602-6070

Counseling Office:
562-602-6068