

## Parchment

The simple online way to **Request, Send, and Store Transcripts.**

Including powerful tools to research colleges and find the right fit for you.

### Request & Send Transcripts

#### Step 1: Log in or Register



1. Sign in at [www.parchment.com](http://www.parchment.com)
2. Click **Sign Up** to log in or register your account

#### Step 2: Add your school to your Profile



1. Click Get Started
2. Add your High School

#### Step 3: Add Destinations



1. Select Destinations such as colleges, NCAA, Common Application, or yourself
2. Review Destinations

#### Step 4: Provide Consent



1. Complete the waiver form.
2. Complete the Transcript Authorization form by eSigning

#### Step 5: Payment



1. Provide debit/credit card payment if there are any fees

#### Step 6: Track Order



1. The status of your request will be emailed and updated in your Parchment.com Account

More than 3 Million students use  
Parchment to send Transcripts

Turn Credentials into Opportunities

# ORDER YOUR TRANSCRIPT

## IN THREE EASY STEPS

### 1 Register For Your Free Account

If you received a registration code handout, go to [parchment.com/register](https://parchment.com/register).  
If you received an email, just click the link

1. Visit [Parchment.com](https://parchment.com)
2. Click *Sign Up Now*
3. Build your profile



### 2 Request Your Transcript

1. In your account, go to *Transcripts*
2. Click *Send Transcripts*
3. Select a destination
4. Submit payment, if necessary
5. Request is confirmed!

### 3 Track Your Transcript

1. Log into your [Parchment.com](https://parchment.com) account
2. In the top navigation bar, click *Transcripts*
3. Click *Order History* to see the status



## Need Help?

■ Visit [parchment.com/studentkit](https://parchment.com/studentkit) today! ■

- ✓ Request and Track Transcripts
- ✓ Explore Colleges
- ✓ Analyze Admissions Data

COLLEGE, HERE I COME!

