parchment.com
Student Workflow
Student Registration and Transcript Ordering

Parchment is the student transcript request portal and also offers other tools to help students identify the colleges they want to attend. Students can begin using Parchment by following these 3 steps:

1. Register with Parchment.
2. Add their school to their Parchment account.
3. Request delivery of their transcript to any destination worldwide.

Register with Parchment

Step 1: Go to parchment.com
The student goes to parchment.com and clicks the Sign Up button in the header.
Step 2: Create Account

The student creates their account, providing a valid email address and password.

The student also provides answers to two security questions in the event the student needs to retrieve a forgotten password.
Step 3: Personal Information
The student provides their personal and contact information. Required fields are marked with an asterisk.

The student also has the opportunity to select their ‘opt in’ preferences to participate in Parchment’s ‘College Discovery’ program. No student information is shared with any third parties without the explicit approval of the student.
Step 4: Confirmation
The student receives confirmation that they have successfully created their Parchment account and can proceed to add their school to the account.

To add a school to their account, the student selects the MY TRANSCRIPTS link in the header or the Continue button on the confirmation page.
Add a School to the Parchment Account
Once the student has created their Parchment account, they can add their school to the account to begin requesting delivery of their transcript.

Step 1: Get Started
To add the school, the student clicks the Get Started button.

Step 2: Locate School
The student searches our database for their school based on any combination of name, city, and state.
Step 3: Enrollment Information
The student provides their enrollment information to enable the sending institution to locate the student’s transcript.

Step 4: FERPA Privacy Rights Waiver
The student completes the FERPA waiver indicating whether the student waives the right to view and Secondary School Reports or Letters of Recommendation sent by the school on their behalf.

Step 4: College Discovery
The student has the opportunity to further refine their opt in settings for the voluntary College Discovery program.
Step 5: Transcript Authorization Form

The student has two options to complete the Transcript Authorization Form (TAF).

- Enter the Parchment Registration Code.
- Electronically sign the form using a mouse, stylus, or touchpad.

Finally, the student has the option of requesting a free, unofficial copy of their transcript to be stored in their Parchment account.
Step 6: Confirmation

The student receives confirmation that their school has been added to their account.

From this confirmation page, the student can begin placing transcript requests by selecting the "Deliver" tab in the header or the Deliver link in the body of the page.
Request Delivery of Transcripts
Once the student has their school to their Parchment account, they can begin requesting delivery of your transcript to any destination worldwide.

Step 1: Select Destinations
The student selects their destination(s). They can add destinations by:
- Academic Destinations – search our database of colleges/universities and scholarship funds
- The NCAA
- Myself – send an official transcript to their email address or physical address
- The Common Application – if your school has turned on the Common Application integration, students can send a transcript to the Common App
- Other Destinations – send an official transcript to any destination worldwide

Step 2: Review Destinations
The student reviews the selected destinations and makes any necessary adjustments.
Step 3: Payment
If there are any fees associated with the request, the student provides a debit/credit card to pay the fees.
Step 4: Confirmation
The student receives a confirmation describing next steps for their transcript requests and Tracking ID(s) for their order.