

Step By Step Guide – How to order a transcript

Student Account Registration - High School Transcripts

Step 1: Accessing Parchment Student Registration:

1. Go to www.parchment.com
2. Click the **Sign Up** button on the main screen

Step 2: My Parchment Account Information:

1. Choose the type of account you'd like to create:
 1. **Student Account** (*current or former student creating personal Parchment account*)
 2. **Parent or Guardian Account** (*creating Parchment account for a minor child*)
2. My Information (*only applicable for **Parent or Guardian Account***)
 1. Name* (*First, Middle, Last, Generation*): Fill in fields
3. Student Information
 1. Name* (*First, Middle, Last, Generation*): Fill in fields
 2. Gender*: Select from Drop down
 3. Date of Birth*: Select from Drop down
 4. Current Grade Level*: Select from Drop down (*current grade level or highest level completed*)
 5. Year Entering College*: Select from Drop Down (*not required*)
4. Parchment Information
 1. Email Address*

2. Confirm Email Address*
3. Password*
4. Confirm Password*
5. Username (*visible on Parchment, for privacy, do not use your real name; not required*)
5. In case you forget your username or password...
 1. Security Question 1*: Choose from Drop Down; Type in Answer in **Secret Answer 1** * field
 2. Security Question 2*: Choose from Drop Down; Type in Answer in **Secret Answer 2** * field

Step 3: My Opt-In Preferences:

1. Colleges, Scholarship Programs, and Lenders are looking for students like you. (*Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.*)
 1. Yes, share the information I provide with those colleges looking to discover me at Parchment.
 2. No, I do not wish to share my information or transcripts with colleges that may be interested in me.
2. Parchment Newsletter
 1. Yes, send me the Parchment email newsletter to receive college tips, product updates, and special offers.
 2. No, do not send me emails (*Parchment may still send emails that are part of the service*)
3. Check box next to **I agree to the Parchment terms of use and service agreement.**
4. For student accounts: Check box next to **I have my parents' or legal guardians' permission to create this Parchment account.**

5. Click **Save & Continue** button

Tips, Tricks & Notes:

1. Email verification is not necessary before using your new Parchment Account.
2. Email addresses can only be linked to one Parchment Account. If your household has multiple students and only one email address, creating a **Parent Account** will allow you to add multiple students under your account.