**Ordering Transcripts Through Parchment**

**When and why is it important to request a transcript for college purposes?**

* **Answer: Completing college applications for undergraduate, graduate admission, and transcript credit review.**

**Step 1:**

Use a computer to visit <https://www.parchment.com/u/registration/individual> and create an account.

**Step 2:**

Click start by adding a school or organization you attend.

* Example:



**Step 3:**

Add your school or organization by searching the school and clicking the add button.

* Example:



**Step 4:**

Enter your enrollment information and click continue.

* Example:



**Step 5:**

Click order and search and select the school you’d like to send your transcript to.

* Example:





**Step 6:**

Select the purpose for sending transcript, add any additional documentation needed, electronically sign, and click the I consent box, and then click continue.

* Example:





**Step 7:**

Review your order summary and click complete order.

* Example:

