

CREATING AN ACCOUNT WITH PARCHMENT

- Check your school mail for an email from Parchment, with a code for creating an account if you are still a **current student**. Otherwise, click create account.
- Check email and click button in email to create the account.
- Complete the questions. Pay particular attention to spelling your **LEGAL** name correctly, entering your date of birth and the years in which you attend HIGH SCHOOL. Any inconsistencies will result in a matching error and will not give you a transcript.
- Use an email to create an account THAT IS NOT YOUR ARROWHEAD EMAIL ACCOUNT.
- Write down your password so you remember it!!
- Complete the blanks, again taking care for accuracy.
- Select the Waive my right to access button.
- You can use the **order button** to order and send transcripts at your discretion, for a fee.
- By creating your account using this code, you will receive an unofficial self view of your transcript in your account, when the account has been processed by Mrs. Olson. Failure to use the code will result in no free self-view.
- To update your unofficial self view every semester, click the **update button** on the bottom of your unofficial self view screen. The **ONLY** way this will update is if you click the button to request it.

TRANSCRIPT ORDERING & USING YOUR ACCOUNT

- Sign in to your Parchment account
- Follow the instructions for selecting colleges to which your transcript should be sent or NCAA if applicable.
- For other organizations, such as schools not listed, click the link under “Select Other Destinations” and enter the requested information.
- You will know you have completed the request when you have entered your credit/debit card and submitted.
- Make sure you use your full legal name, birth date and graduation year. Misspellings or inaccurate dates will not allow your transcript to match up with your request.

FINAL TRANSCRIPTS

- Students **must** send their Final Transcript after graduation to colleges, technical schools, the military, employers, etc. **YOU** must request this!
- During your second semester reminders will be sent to you so remember to complete this important step. Not submitting your Final Transcript with your graduation date could affect your school admission and/or financial aid.

If you have any problems with Parchment during the registration or ordering process of transcripts, go to www.parchment.com and click on “SUPPORT” area. There are several helpful tutorials available on Parchment. ****Students can see Mrs. Olson in the North Campus Counseling Office for questions or concerns on the transcript process.**