



Register for a Parchment.com account (to order transcripts)

To order transcripts, you must create a Parchment.com account first.

- The instructions below are also for parents/guardians who want to order transcripts for children under 18. The Parent/guardian help topic explains more about these types of accounts.
- If you're ordering your high school transcript, and your high school gave you a registration code, go to the Registration code help topic for details on how to register.
Please use STUDENT ID 12345

To create a Parchment.com account:

1. Go to Parchment.com.
2. Click **Sign up**. Do not sign up with Facebook, as our filter blocks it.
3. Enter the following information:
 - First name, last name, and date of birth.
 - Select your highest level of education from the drop-down menu. If you have just completed the 11th grade enter that, if you are graduated enter the year you graduated.
 - Enter your email address and password.
 - If you get an error telling you that 'a valid password is required', make sure you enter a password that is at least 7 characters long.
4. Check the box if you are a parent/guardian. If you are a parent/guardian, you will then enter the student's information. Go to the Parent/guardian help topic for more information on these types of accounts.
5. Click **Sign up**.
6. On the next screen, you will select if you'd like to share your information with colleges.
 - If you opt-in, this means that we will make some of the information you provide to us available to a variety of academic institutions and programs, and then they can send you information about them.
7. Check the box to accept the terms of use and service agreement.
 - If you're under 18, you must check the box to confirm that you have your parents' permission to create the account.
8. Click **Next**.
 - If you chose to share your information with colleges, you will be asked to enter your contact and academic information.
9. If you are still in high school or have not yet completed high school, you will be presented with a pop-up window asking you which colleges you are interested in. The information you enter here, and on the pop-up screen on the next page, will be added to your profile in the **College admissions tool** area.
 - If you'd rather not fill this in and you'd like to send a transcript right away, you can select **Send transcript** at the top of the pop-up window.
10. You can now order transcripts.