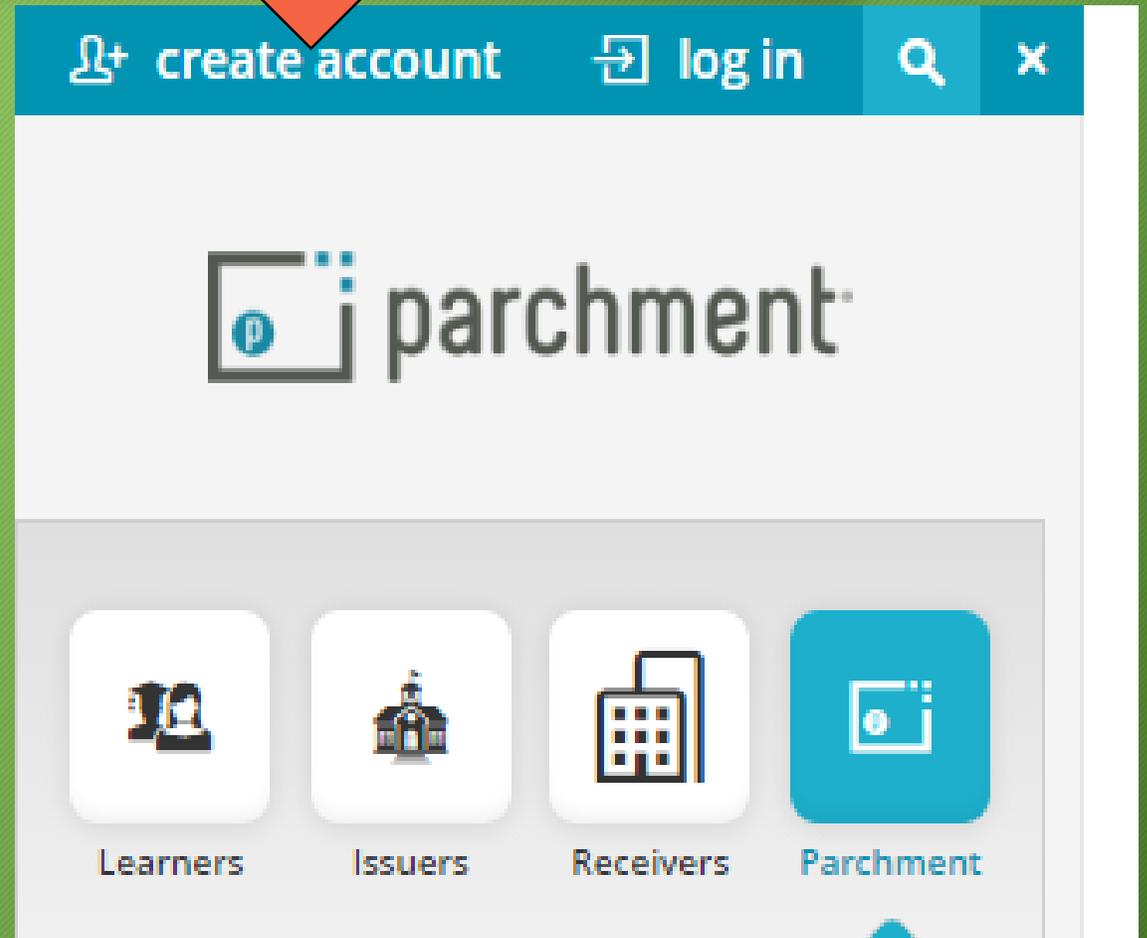


# Instructions for Creating Parchment



# Step 1: Signing up

- Go to [www.parchment.com](http://www.parchment.com)
- Click Create an account
- Remember your email and password!!!



## Step 2: Email verification

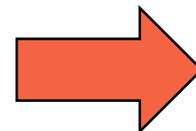
- Check your email for verification code.
- Enter the confirmation code on the next screen.

Nearly There.



We emailed a verification code to

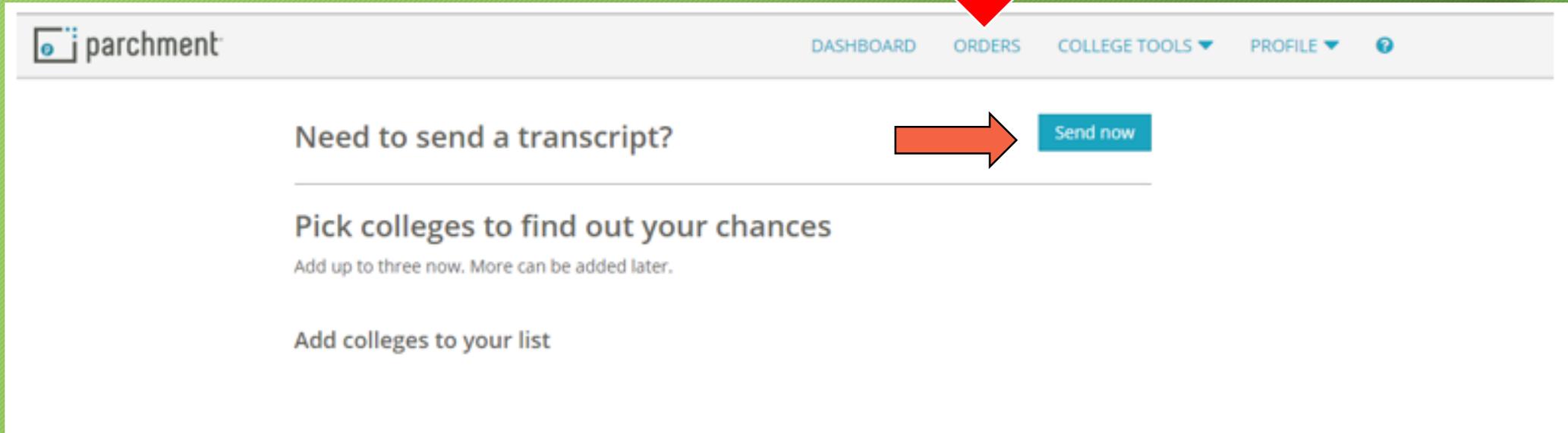
Please enter the code below



Confirmation Code

SUBMIT

# Step 3: Filling out the profile



- You do not need to complete your entire profile.
- Click the Send now button on the need to send a transcript or the Order button on the top toolbar.

# Step 4

Order your credentials from over 9000 organizations in our network



Start by adding a school or organization you attended

- Click the + in the middle of the graphic to add North High School to your profile.

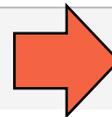
# Step 5

- Add North High School
- Do an advanced search and add Evansville and select high school to narrow down the search.

## Add Your School or Organization

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Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.



[Advanced Search](#) ▾

# Step 6

- Yes you want to waive your rights. This means you are giving the counselors permission to send your transcript to colleges

## FERPA Privacy Rights

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature.

I recognize the confidential nature of the Secondary School Report and other recommendations and

I waive my right to access

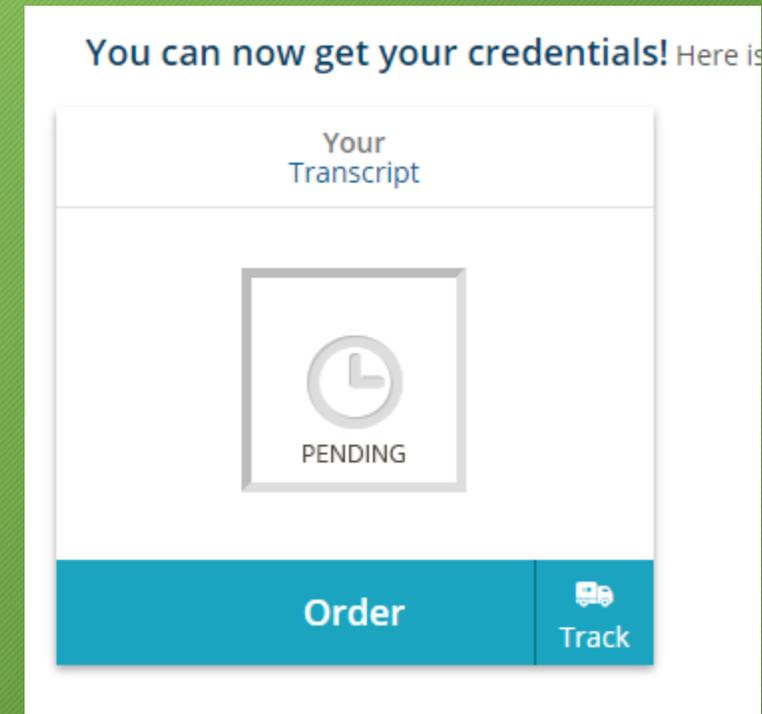
I do not waive my right to access

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

CONSENT AND REQUEST

# Step 7

- Order your transcript - you will use this button anytime in the future that you want to request another transcript.
- Click Order.



# Step 8

- Search the college or university you would like to send your transcript to.
- It will accept abbreviations. Ex: USI, UE

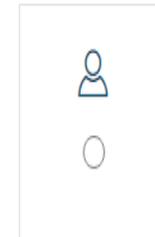
## Select a Destination

Where would you like to send your credential?



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

Search by organization name, e.g. NCAA, Common App, Parchment University

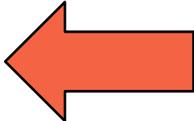
Search

[Advanced Search](#) ▾

# Step 9

- Make sure you select Undergraduate

[Advanced Search](#) ▾

Institution	Location	Organization Type	
University of Southern Indiana	Evansville, IN, US	College /Graduate	<a href="#">Select</a>
University of Southern Indiana	Evansville, IN, US	College /Undergraduate	 <a href="#">Select</a>

# Step 10

- It should not cost anything to send transcripts. If it shows a fee, check your profile, you have probably entered graduation date incorrectly.

Credential Fee	\$0.00
Shipping / Handling	\$0.00
<hr/>	
<b>Item Total</b>	<b>\$0.00</b>
Total Credential Fees	\$0.00
Total Shipping / Handling	\$0.00
<b>Order Total</b>	<b>\$0.00</b>
<a href="#">Save &amp; Continue</a>	

# Step 11

- Sign your name with your finger...



- Don't worry about how neat it is.

## Provide Consent

I authorize Parchment to release my academic credentials from North High School to the destinations I select.

Sign here with mouse or finger:

X

Clear Signature

Type Parent/Guardian Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.

Save & Continue

# Step 12: Finished

## Order Confirmation

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Your order has been placed. You will also receive an email confirmation for this order.

High Five! You've successfully placed your order, and it's on the way!

- Congratulations you have requested your transcript.
- Sending a transcript DOES NOT mean you have applied to that school.
- You still have to fill out an application on the college's website.