



parchment[®]
Leader in eTranscript Exchange™

High School Students

- Parchment Account Registration
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- Track Your High School Transcript Requests
- Being a Proactive Tracker
- Parchment Account: Preferences
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Parchment Account Registration

Accessing Parchment Student Registration:

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

My Parchment Account Information:

1. Choose the type of account you'd like to create:
 - a. Student Account (*current or former student creating personal Parchment account*)
 - b. Parent or Guardian Account (*creating Parchment account for a minor child*)
2. My Information (*only applicable for **Parent or Guardian Account***)
 - a. Name* (*First, Middle, Last, Generation*): Fill in fields
3. Student Information
 - a. Name* (*First, Middle, Last, Generation*): Fill in fields
 - b. Gender*: Select from Drop down
 - c. Date of Birth*: Select from Drop down
 - d. Current Grade Level*: Select from Drop down (*current grade level or highest level completed*)
 - e. Year Entering College*: Select from Drop Down (*not required*)
4. Parchment Information
 - a. Email Address*
 - b. Confirm Email Address*
 - c. Password*
 - d. Confirm Password*
 - e. Username (*visible on Parchment, for privacy, do not use your real name; not required*)
5. In case you forget your username or password...
 - a. Security Question 1*: Choose from Drop Down; Type in Answer in **Secret Answer 1** * field
 - b. Security Question 2*: Choose from Drop Down; Type in Answer in **Secret Answer 2** * field

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.*)
 - a. Yes, share the information I provide with those colleges looking to discover me at Parchment.
 - b. No, I do not wish to share my information or transcripts with colleges that may be interested in me.
2. Parchment Newsletter
 - a. Yes, send me the Parchment email newsletter to receive college tips, product updates, and special offers.
 - b. 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

College Discovery (only applicable if you select “Yes, share the information I provide with those colleges looking to discover me at Parchment” in the **My Opt-In Preferences** section):

1. Profile
 - a. Academic majors you are interested in: Fill in field
 - b. Unweighted GPA: choose from drop down
 - c. SAT: choose from drop downs; Math, Verbal, Writing
 - d. ACT: choose from drop down
2. Your Contact Information
 - a. Fill in your address
 - b. Fill in the City field
 - c. Select State or Province from the drop down
 - d. Type in **Postal Code**
 - e. Select **Country** from the drop down field
 - f. Enter your telephone number
3. College Preferences
 - a. Type of College:
 - i. 4 year colleges
 - ii. 2 year colleges
 - b. Public or Private:
 - i. Public
 - ii. Private
 - c. For Profit vs. Not For Profit:
 - i. For Profit
 - ii. Not For Profit
4. Click **Save & Continue**

Email Verification:

1. Click **Continue** on the Welcome to Parchment/Email Verification page that loads after the College Discovery page
2. Check your email, and open the **Welcome to Parchment, Please Verify Your Email Address** email
3. Follow the link to verify your email address

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.

Ordering High School Transcripts

1. Sign in to your parchment.com account
2. Click on **Send Latest Transcript** under the **My Transcripts** section
3. **Select Destination Type** (not all of these tabs may appear for you; the tabs you see are dependent on the service and settings of your sending school)
 - a. **Academic Destinations**
 - b. **The NCAA**
 - c. **The Common Application**
 - d. **Myself**
 - e. **Other Destinations**
4. Click **Save & Continue** to finish your order or **Save & Add Another** to send your transcript to multiple destinations

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credentials unleashed

MY TRANSCRIPTS MY CHANCES DISCUSSION 26

Manage Track

Select Destination Type

Select the recipients of your transcript from zz Apple Tree High School
Select another school

Academic Destinations The NCAA The Common Application **Myself** Other Destinations

Myself

Transcripts can be viewed, saved, and printed from the 'Manage' tab in My Transcripts. This is for the delivery of an official copy of your transcript either electronically or through the mail (or overnight delivery) on security paper.

Transcript Fee
The transcript fee is \$2.55. Depending on the delivery method you select, there may be a delivery handling charge.

Delivery Method: Electronic Delivery

You will receive email instructions to securely download the transcript to the email address saved to your Parchment account

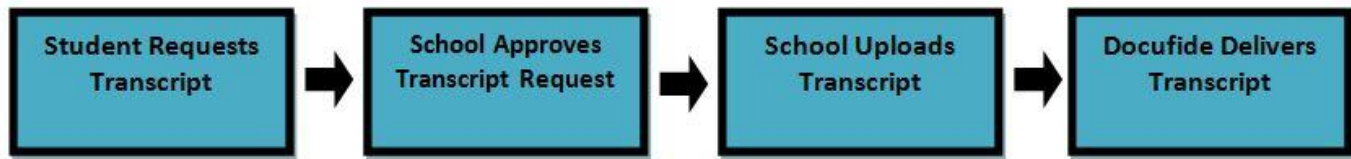
Delivery Method: Paper Transcript

You will receive the transcript delivered on security paper to the address saved to your Parchment account

Save & Continue Save & Add Another

Track Your High School Transcript Requests!

Life of a Transcript:



What You'll Find:

- * Where your transcript is going
- * How it's getting there
- * Dates Requested/Delivered
- * Delivery Status

Where You'll Find it:

1. Sign in to your parchment.com account
2. Click on the **My Transcripts** tab at the top of the page
3. Select the **Track** tab

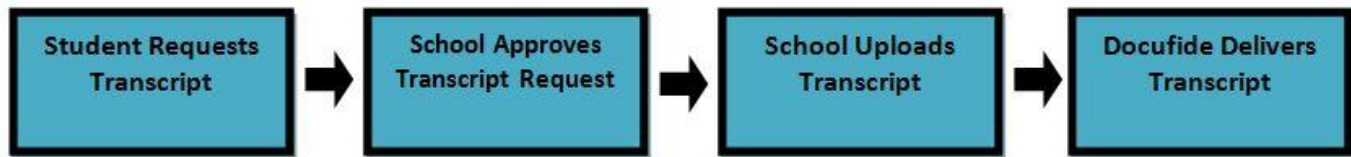
Important Delivery Statuses:

- * **Requested, Pending Action by Sending School** (Student has requested a transcript; School Administrator must now approve the request)
- * **Placed on Hold by Sending School** (Transcript Request has been placed on hold by a School Administrator)
- * **Approved** (School administrator has approved Transcript Request; School administrator must now upload the Transcript)
- * **Processing** (Transcript has been uploaded and is journeying through our internal process to its correct delivery form; Processing should not last longer than a few hours)
- * **Printed, to be Mailed Shortly** (Transcript has printed at our Arizona Office and will be mailed within 1 business day)
- * **Printed for Overnight Delivery** (Transcript has printed at our Arizona Office and will be FedEx'd within 1 business day)
- * **Delivered: Available for Download** (Transcript has been delivered electronically; Receiver must download transcript)
- * **Downloaded, Pending Confirmation** (Transcript has been electronically delivered and downloaded, but not confirmed by the Receiver)
- * **Complete: Processed by Sending School** (Transcript Request has been fulfilled by Sending School)
- * **Complete: Mailed by Docufide** (Printed Transcript has been mailed via US Postal Service First-Class Mail, Delivery is 5-7 Business Days)
- * **Complete: Overnighted by Docufide** (Printed Transcript has been overnighted via FedEx Express)
- * **Complete: Download Confirmed** (Transcript has been Downloaded and Confirmed by the Receiver)
- * **Canceled** (Transcript Request has been Canceled)
- * **Sent to CAO for Delivery** (Document has been sent to Common Application Online to be attached to CAO Secondary School Report)
- * **Complete: Delivered by CAO** (Transcript has been delivered by Common Application Online)
- * **Complete: Delivered** (Document has been delivered)
- * **Complete: Delivered to Parchment** (Upload has been delivered to Parchment for Unofficial Self View)

Remember: Delivery estimations are approximate and do not take into account real world situations that may delay delivery (extreme weather, etc...). Avoid **"Will My Transcript Get There In Time?"** anxiety by ordering your transcripts well in advance!

Being a Proactive Tracker

Life Cycle of a Transcript:



1. You place a transcript request on either Docufide.com (college transcript request) or Parchment.com (high school transcript request)
2. Your School Administrator must sign in to your school's Docufide.com Account and **Approve** your Transcript Request
3. Your School Administrator must locate your transcript within your school's system, and send/upload your transcript to Docufide
4. Once Docufide receives your transcript electronically from your school, your transcript is sent to the destination you provided when you requested your transcript

IMPORTANT: Please note that Docufide does not have your transcript stored. Your official transcript is stored at the school you attend(ed).*

My Transcript Status: How Can I Help?

- **Requested, Pending Action by Sending School:** This is the status your transcript has when you first place a transcript request. It is now your School Administrator's responsibility to sign in to Docufide.com and approve your transcript request. Follow up with your School Administrator if your transcript has been in this status for an extended period of time.
- **Placed on Hold by Sending School:** Your School Administrator may place your transcript request on **Hold** for a number of reasons. Contact your School Administrator to clear a **Hold**; your School Administrator is responsible for updating your transcript request status from **Placed on Hold by Sending School** to **Approved**.
- **Approved:** Once your transcript request has been **Approved** by your School Administrator, they must upload your transcript to Docufide. Follow up with your School Administrator if your transcript request status has been in the **Approved** status for an extended period of time.
- **Delivered: Available for Download:** Your transcript has been electronically delivered to the email address you provided when you placed your transcript request. If you requested your transcript be sent to yourself, you will receive an email with a link to download. If you do not receive an email, please check your spam filters.
- **Complete: Processed by Sending School:** Your School Administrator elected to send your transcript directly to the destination you provided when you placed your request (as opposed to sending your transcript through Docufide). Follow up with your School Administrator if you have any questions regarding transcripts with this status.
- **Complete: Download Confirmed:** Your transcript has been downloaded, and the Receiver has confirmed receipt of your transcript. If your transcript is in this status, and the Receiver claims they do not have your transcript:
 - i. Contact the Receiver
 - ii. Let the Receiver know which email address you had your transcript delivered to, and ask them to check for an email (in the applicable mailbox) with a download link for your transcript.
- **Complete: Mailed by Docufide:** If the destination is a college or university, it can take the school 4-6 weeks to process your transcript and make the necessary entries in their system; they may be unable to confirm receipt of your transcript until after it has been processed. If it has been 4 weeks since the original mail date, we will resend your transcript upon request. If the destination is a home address, we will resend your transcript upon request if it has not been received after 7 business days from the original mail date.

Tips, Tricks & Notes:

1. All transcript requests made on Docufide.com or Parchment.com are processed through and fulfilled by Docufide by Parchment.

**Schools with Automated Workflow service are the only exception. To find out if your school uses Automated Workflow, ask your School Administrator.*

Parchment Account: Preferences

To Access Preferences:

1. **Sign in** to Parchment
2. Click on the arrow next to the student name in the upper right corner



3. Select **Preferences** from the drop down menu

Log-In Information:

1. Make applicable changes to:
 - a. **Username**
 - b. **Email Address**
 - c. **Security Changes**
2. Click **Save Changes**

Registration Information:

1. Make applicable changes to:
 - a. **Your Information** (*Name, Gender, Date of Birth, Grade Level*)
 - b. **Your Contact Information** (*Address, Phone Number*)
2. Click **Save Changes**

Parchment Profile & Privacy Settings:

1. Make applicable changes to:
 - a. Change your Avatar
 - b. View Your Public Profile
 - c. Update Educational Background
 - d. Update Personal Background and Test Scores
 - e. Update Extracurriculars, Work, and Awards
 - f. College Tracker Settings (*Hide State and High School Name, Make Entire Profile Private*)
2. Click **Save Changes**

School & Transcript Preferences:

1. Make applicable changes to:
 - a. **SSN** (*last 4 digits*)

- b. **Enrollment Status**
 - c. **Dates Attended**
 - d. **Class of**
 - e. **Student ID**
 - f. **Transcript Authorization Form**
 - g. **FERPA Privacy Rights**
2. Click **Save Changes**

College Discovery Setting:

1. Make applicable changes to:
 - a. College Discovery
 - b. College Preferences
 - c. Parchment Email Newsletter Settings
2. Click **Save Changes**

Discussion Board Settings

1. Make applicable changes to:
 - a. Get an email alert when someone writes on your wall
 - b. Get an email alert when someone replies to your posts
2. Click **Save Changes**

Removing a School from My Chances – College List

To Remove a College from Your College List:

1. Sign in to your Parchment Account
2. Go to the **My Chances** tab
3. Select the **See My Chances** page
4. Click the **Update Status** button next to the school you'd like to remove (*this will trigger a pop-up window*)

The screenshot shows the 'APPLYING' section for Penn State University. The university name and logo are on the left. To the right, there are two progress bars: 'My Chances' at 55% and 'Average Chances' at 52%. Below the bars is the text 'Your chances are higher than average.' To the right of the progress bars are four buttons: 'Scatterplots', 'Update Status', 'Applicants', and 'Accuracy'. A red arrow points to the 'Update Status' button. At the bottom left, it says 'Updated: Oct 3, 2012'.

5. In the **Current Status** drop down box, select **Remove from my list**

The screenshot shows a pop-up window titled 'Penn State University'. At the top left, it says 'Current status: Applying'. A dropdown menu is open, showing options: 'Accepted and attending', 'Accepted', 'Denied admission', 'Completed app', 'Applying', and 'Remove from my list'. The 'Remove from my list' option is highlighted. Below the dropdown, there are several checkboxes for application types: 'Early Action/...', 'Interviewed', 'Applied for fi...', 'Applied into an honors program', and 'Applied into a major or special program'. A 'Description:' field is at the bottom.

6. Click **Delete**

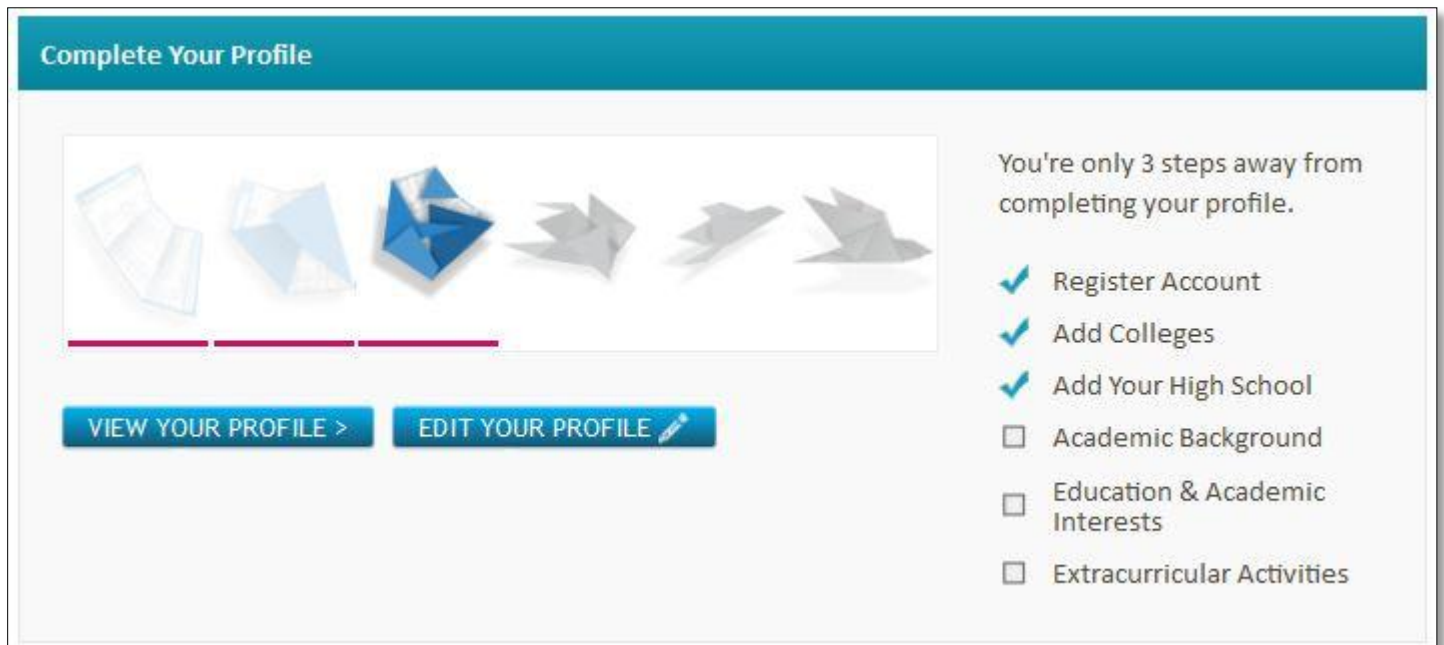
Incomplete Parchment Profile

To Access Your Profile:

1. Sign in to your Parchment Account
2. Select **View Your Profile** or **Edit Your Profile** from the **Complete Your Profile** section on your Home page

Complete Your Profile:

1. In the **Complete Your Profile** section on your Home page, select one of the hyperlinked profile tasks listed on the right (tasks with a check mark have been completed; those without check marks need to be completed).
2. Fill in the applicable information
3. Click **Save Changes**



Complete Your Profile

You're only 3 steps away from completing your profile.

- Register Account
- Add Colleges
- Add Your High School
- Academic Background
- Education & Academic Interests
- Extracurricular Activities

[VIEW YOUR PROFILE >](#) [EDIT YOUR PROFILE](#)

Tips, Tricks & Notes:

1. Your profile does not need to be complete prior to placing transcript requests.

