

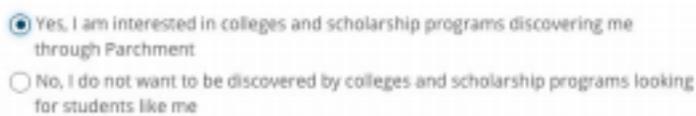
# Parchment Quick Start Guide

CREATE A PARCHMENT ACCOUNT AND ORDER YOUR TRANSCRIPT

## CREATE A PARCHMENT ACCOUNT

1. Go to the [Sign up page](#), and fill in the fields.

- If you select that you are interested in colleges/scholarship programs discovering you, you will be asked to enter information about your academic history.



Yes, I am interested in colleges and scholarship programs discovering me through Parchment

No, I do not want to be discovered by colleges and scholarship programs looking for students like me

2. Click ***Start by adding a school or organization you attended.***

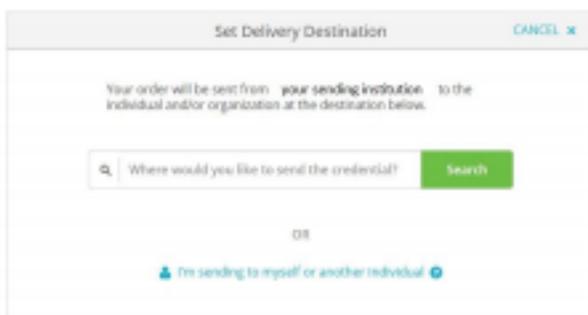
3. Enter the name of the school you attend(ed) in the search box and click ***Search.***

4. When your school appears click ***Add*** and fill in the fields on the Add Enrollment Information page.

## ORDER YOUR TRANSCRIPT

1. [Sign in to your account](#) and click Order under the name of your school.

2. You will see two destination options. If you are sending your transcript to a school or other in-network electronic destination, select the option on the top and enter the name of the receiving institution. If you are sending it to yourself or to another individual, select the option on the bottom:



Set Delivery Destination CANCEL ✕

Your order will be sent from your sending institution to the individual and/or organization at the destination below.

Where would you like to send the credential?

OR

I'm sending to myself or another individual

If you select the option on the top, you will be presented with a search box where you will search for the destination. If the destination that you are sending your transcript to does not appear, click Enter Your Own to manually enter the destination.

3. Continue filling in the fields to place your order. On the Provide Consent page you (or your

parent/guardian) authorizes Parchment to release your transcript from your school once we receive the transcript. You can sign with your mouse or finger.

4. Lastly, you will **make a payment of \$4.15 per official copy** (Parchment accepts Visa, Mastercard, Discover, and American Express), and you can then begin to track your order.

### **IMPORTANT THINGS TO NOTE**

If you track your order and see Order submitted to school as your order status, please contact OHS Student Services if you are concerned about a delay in processing your order.

### **ELECTRONIC AND PAPER TRANSCRIPTS**

Sending and receiving electronic transcripts is fast, easy, and secure, but there may be times when you need to send paper transcripts. Since some schools in the Parchment network may only want to receive electronic transcripts, you may not be presented with a choice of delivery methods.

For electronic transcripts the recipient will either receive an email with a link in it to access your transcript, or, if the recipient is a school or other institution within the Parchment network, an electronic transcript will land in their Parchment account.

For paper transcripts you have the option to send your transcript by USPS mail or overnight delivery. We use FedEx for overnight delivery. FedEx does not deliver on Saturdays and Sundays. Remember OHS must approve and process your order before we can send your transcript, so if you select overnight delivery, your transcript may not be delivered the next day if there is a delay with OHS processing your order.

### **SEND YOUR TRANSCRIPT NOW OR WAIT UNTIL YOUR NEXT GRADES ARE ON IT**

During your order you will be presented with a drop-down menu where you can select if you want to wait until your next grades are in before sending your transcript.



### **TRACK YOUR ORDER**

Visit Parchment's help topic *Track your order* for details on tracking your transcript. It includes troubleshooting information if your transcript has not been received.

### **NEED MORE HELP?**



Visit the Parchment *Help Center* if you need assistance along the way.