

ORDER YOUR TRANSCRIPT

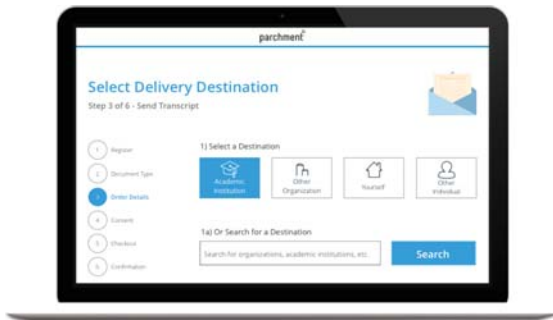
IN THREE EASY STEPS

1 Register For Your Free Account

If you received a registration code handout, go to parchment.com/register.

If you received an email, just click the link

1. Visit [Parchment.com](https://parchment.com) Check your Sting Mail account for a message from registration_codes@parchment.com. If you don't find one, Check your SPAM folder.
2. Click *Sign Up Now*
3. Build your profile

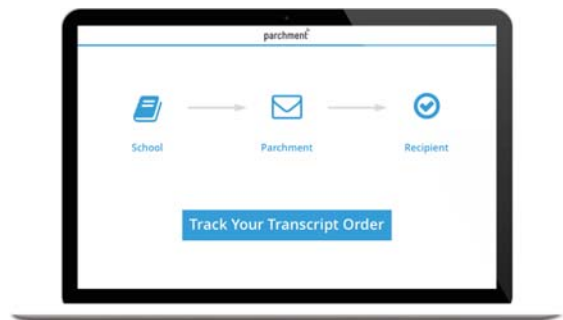


2 Request Your Transcript

1. In your account, go to *Transcripts*
2. Click *Send Transcripts*
3. Select a destination
4. Submit payment, if necessary
5. Request is confirmed!


3 Track Your Transcript

1. Log into your [Parchment.com](https://parchment.com) account
2. In the top navigation bar, click *Transcripts*
3. Click *Order History* to see the status



Need Help?

Visit parchment.com/studentkit today!

-  Request and Track Transcripts
-  Explore Colleges
-  Analyze Admissions Data

COLLEGE, HERE I COME!



Store a copy of your high school transcript in your account for free

When you add your high school to your account, you can request a free unofficial copy of your transcript, which can then be stored in your account.

- The transcript will be available for you to view, print, download and share online.
- It cannot be used as an official transcript.

The unofficial transcript does not update automatically when new grades come in.

You can request that your school updates it (instructions below).

Request an unofficial copy of your transcript

You can only do this when you add your school to your account. As you are going through the process of adding your high school, you will see a checkbox (which is checked by default) that asks if you would like to have a copy of your transcript stored in your account. Do not change this if you want to receive the unofficial transcript.

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

View, print, download, and update your stored transcript

1. [Sign in](#) and you should see the transcript. However, if you have any outstanding orders with your high school, it will say **Pending** here.
2. Click the image of the available transcript to view it (or click **Pending**).
 - Click the print icon on the top right to print it.
 - Click the download icon on the top right to download it.
 - Click **Update** at the bottom of the screen to send a request to your school to upload your latest transcript, which will replace this one.
 - Click **Send** to place an order to send your official transcript somewhere. This takes you to the ordering screen.