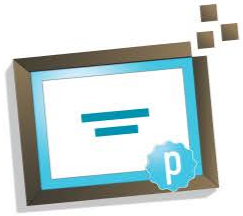
Parchment Send

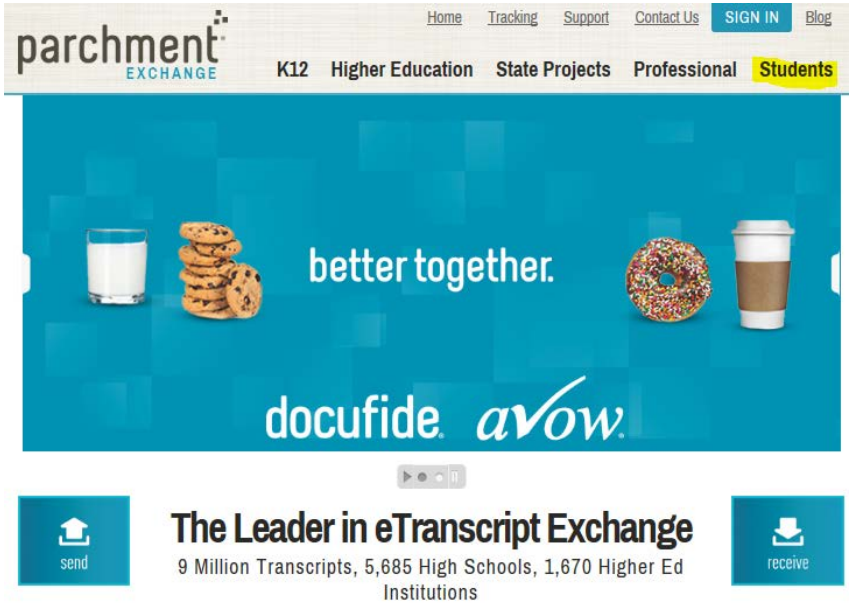
Student User Guide



parchment®

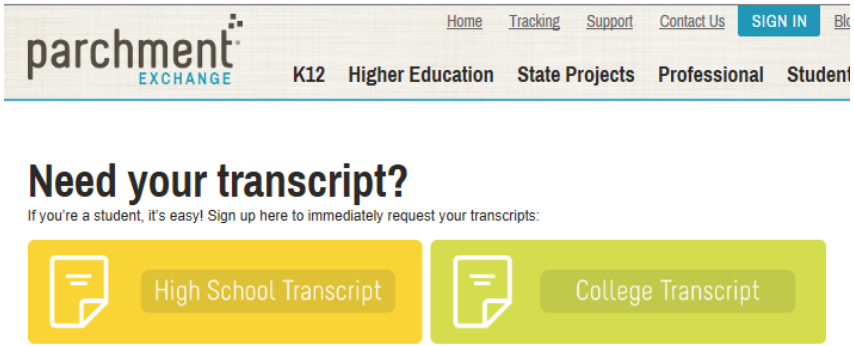
Parchment Exchange: Student Registration Process

- Log onto: www.exchange.parchment.com
- Click on the “Students” link in the header

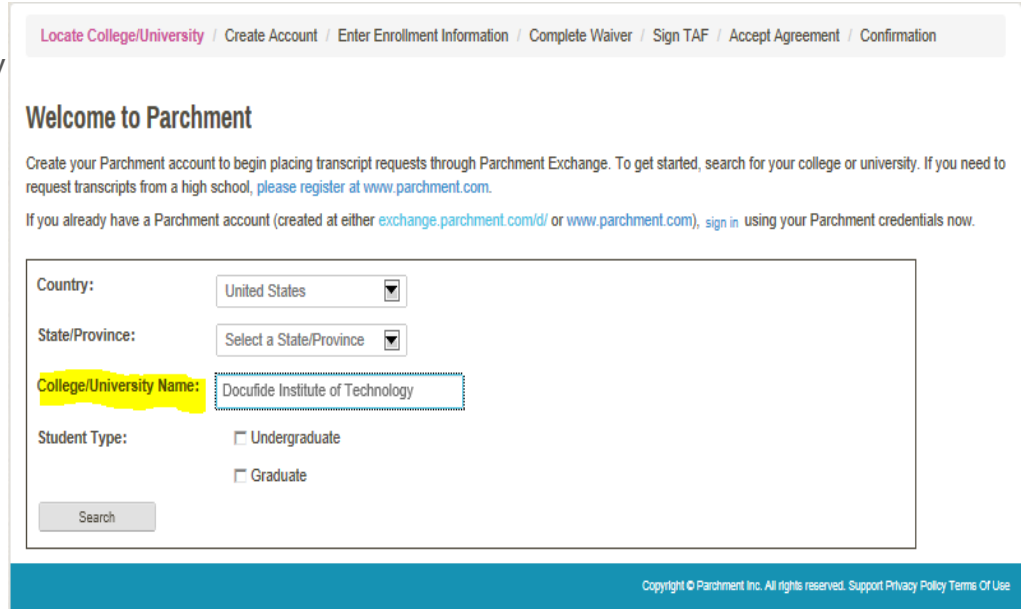


Parchment Exchange: Student Registration Process

- Click on “College Transcript”

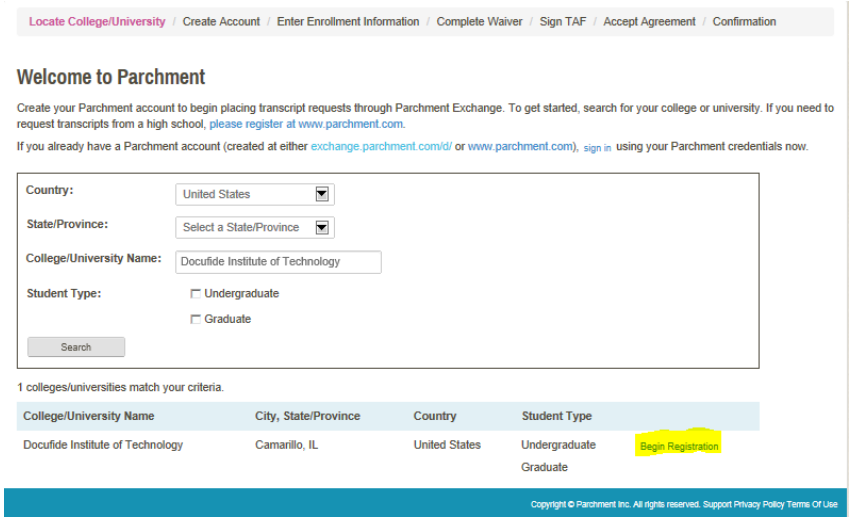


- To create your account, you will need to identify your college or university. You can search for your Institution by any combination of:
- Country
- State/Province
- College/University name
- Student Type (Undergraduate or Graduate)



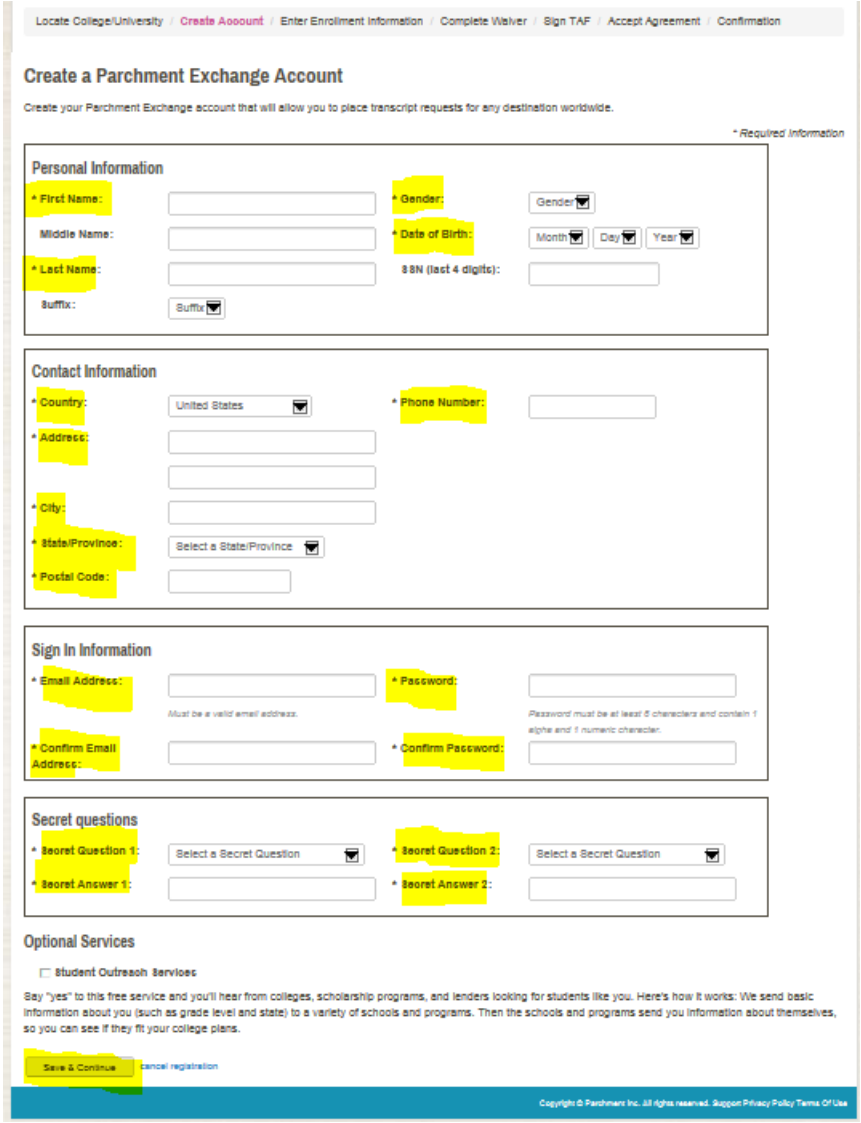
Parchment Exchange: Student Registration Process

- Confirm college/university
- Click on link: “Begin Registration”

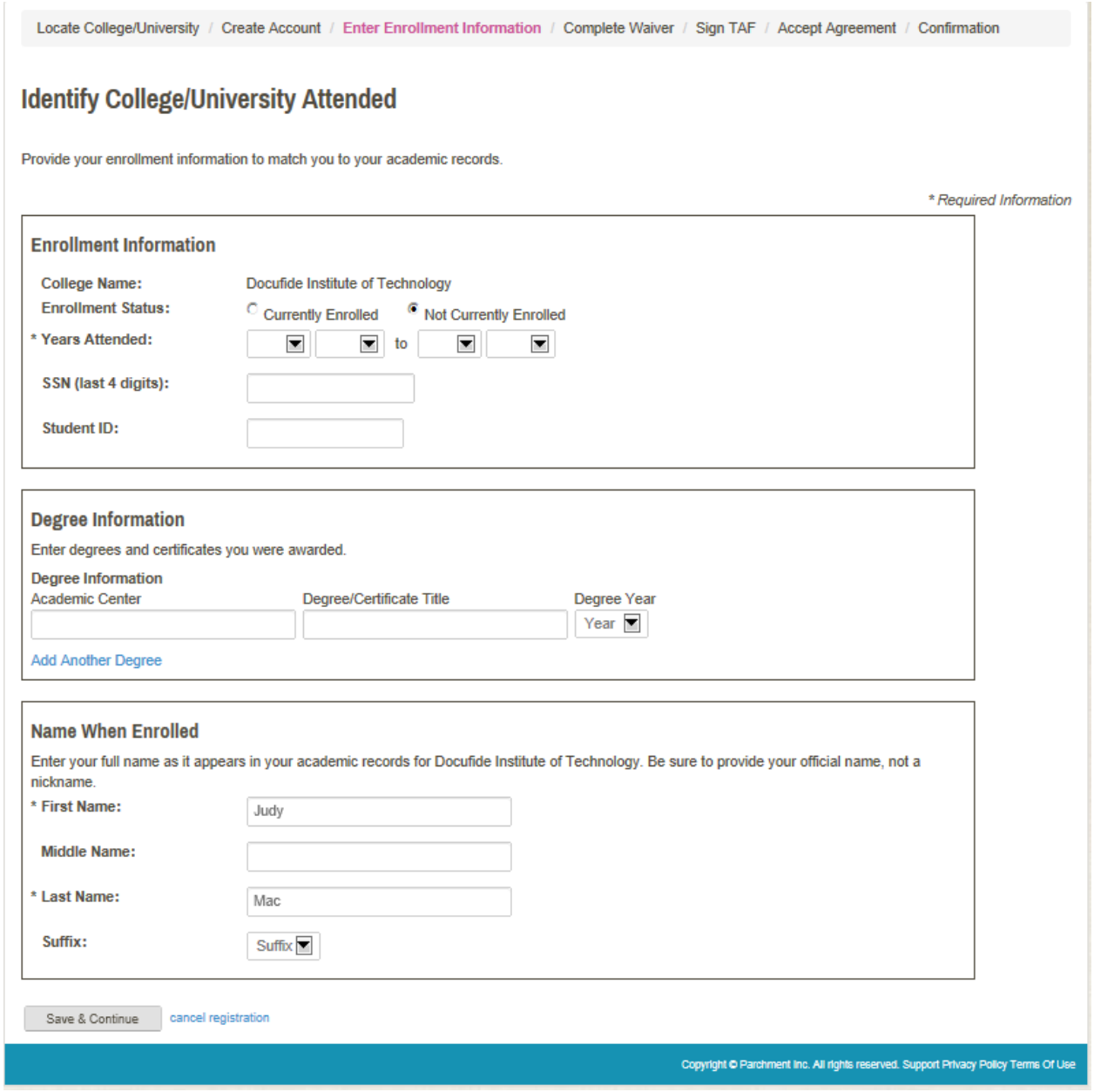


Parchment Exchange: Student Registration Process

- To create your account, enter your information including:
  - Personal Information (name, gender and date of birth – Note: if your institution uses SSN to identify your student records, the last four digits of your SSN may be required
  - Contact Information (address and phone number)
  - Sign In Information (the email address and password you will use to access your Parchment account)
  - Secret Questions (two questions that can be used to reset your password if your forget it)
- Click the “Save & Continue” button to continue registration process

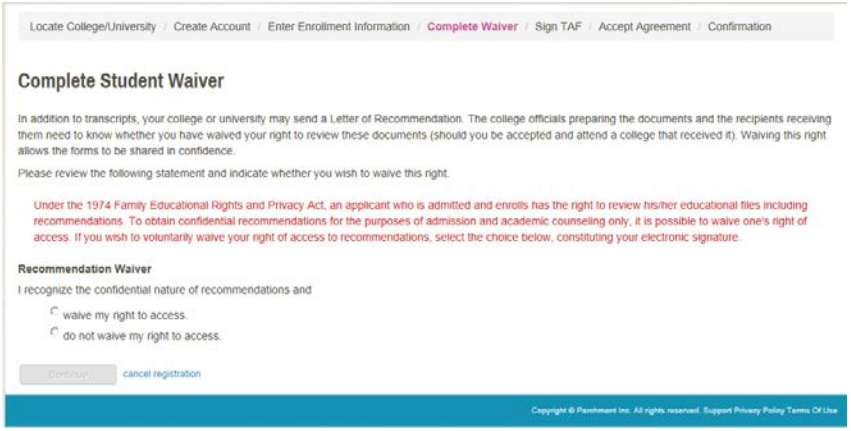


- Enter College/University Enrollment Information – Enter the enrollment information for your college or university. Your Institution and Parchment will use the information to match you to your academic records.
- Click the “Save & Continue” button to continue registration process



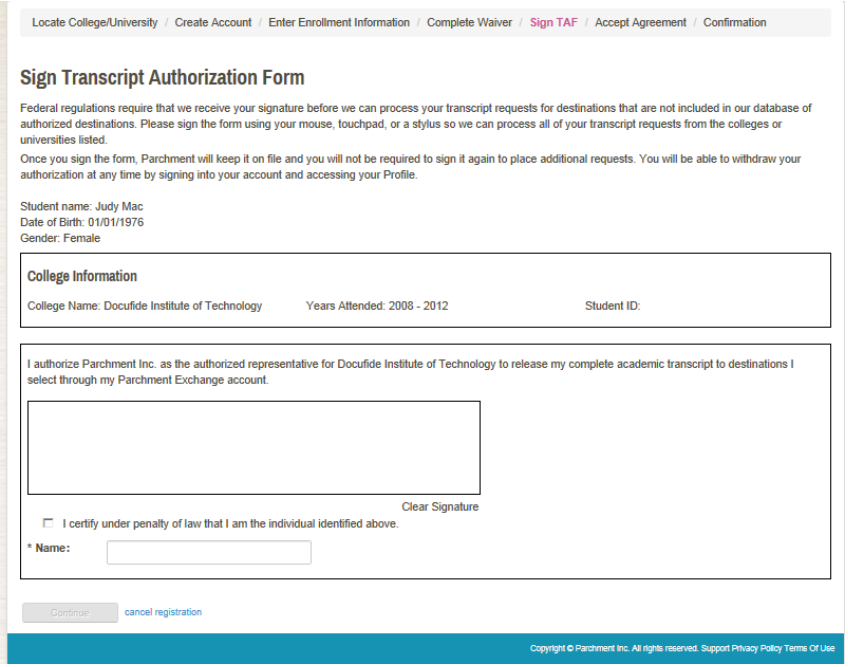
Parchment Exchange: Student Registration Process

- Complete Student Waiver – In addition to transcripts, your college/university may send Letters of Recommendation through Parchment Exchange. By completing this waiver, you are informing your institution whether you waive the right to access these documents under the Family Education Rights and Privacy Act (FERPA).



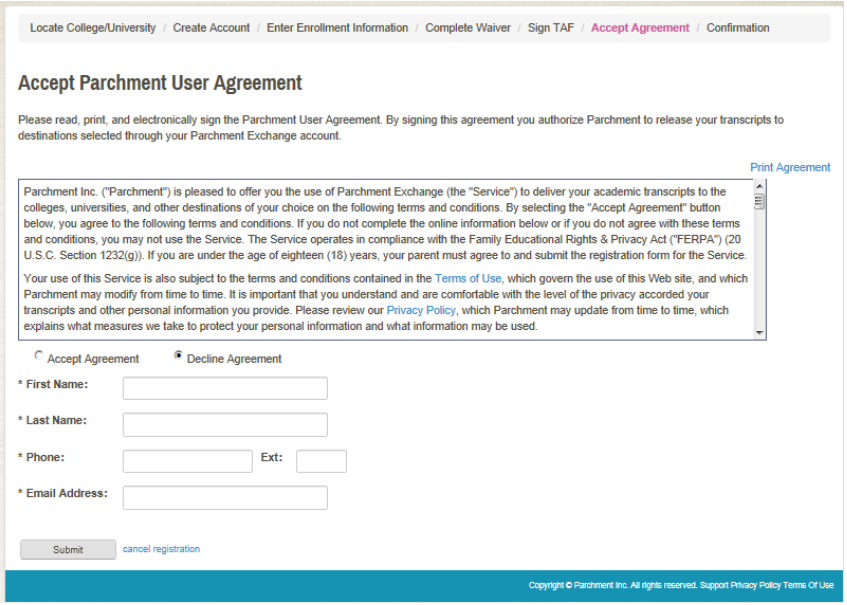
Parchment Exchange: Student Registration Process

- Sign Transcript Authorization Form – Sign the Transcript Authorization Form (TAF) to authorize Parchment Exchange to deliver your transcript to destinations outside our database of authorized colleges and universities, including transcripts sent to your personal email or physical address. You can sign the TAF using your mouse, touchpad, or stylus.
- You will be able to review and withdraw your authorization at any time on your account Profile page.
  - If you elect to withdraw authorization, you will need to provide a new authorization the next time you attempt to send a transcript to a third party.
- Click the “Continue” button to continue registration



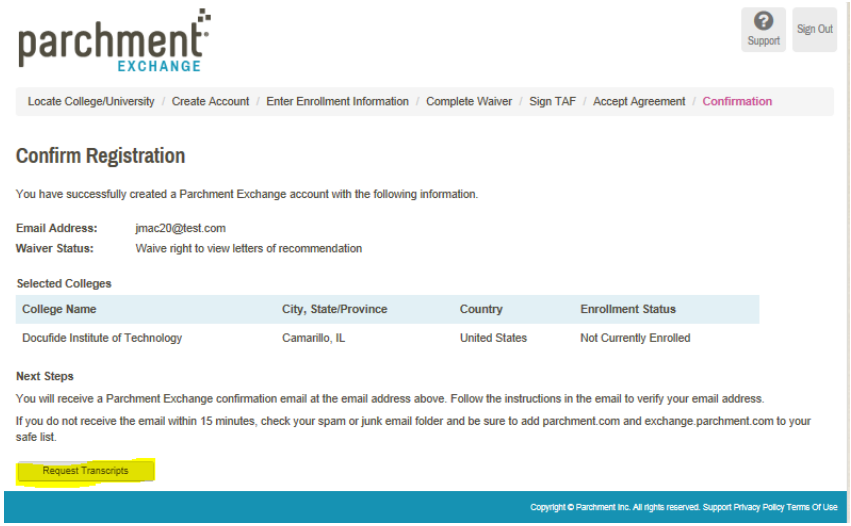
Parchment Exchange: Student Registration Process

- Accept Parchment User Agreement: To use the Parchment Send application to order transcripts, you must accept the Parchment User Agreement. Please read, print, and electronically sign the agreement.
- You will not be able to request transcripts until you accept the user agreement
- Click the “Submit” button to continue with registration



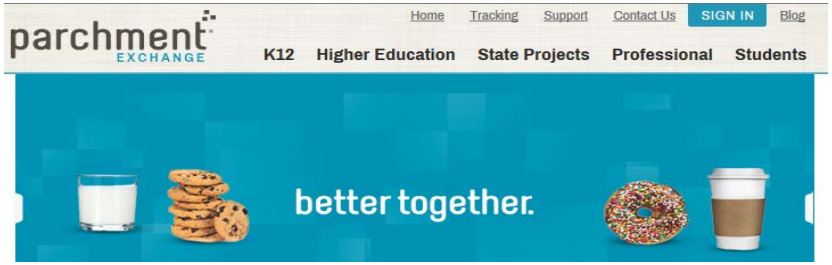
Parchment Exchange: Student Registration Process

- Registration Confirmation – Once you submit the Parchment User Agreement, your account will be created, and you can begin to request transcripts
- You will receive a confirmation email that includes a link to confirm that you are able to receive emails at the email address provided when creating your account.
  - Although you can begin requesting transcripts without confirming the email address, we recommend you complete this step to ensure that you receive important status emails from Parchment Exchange.

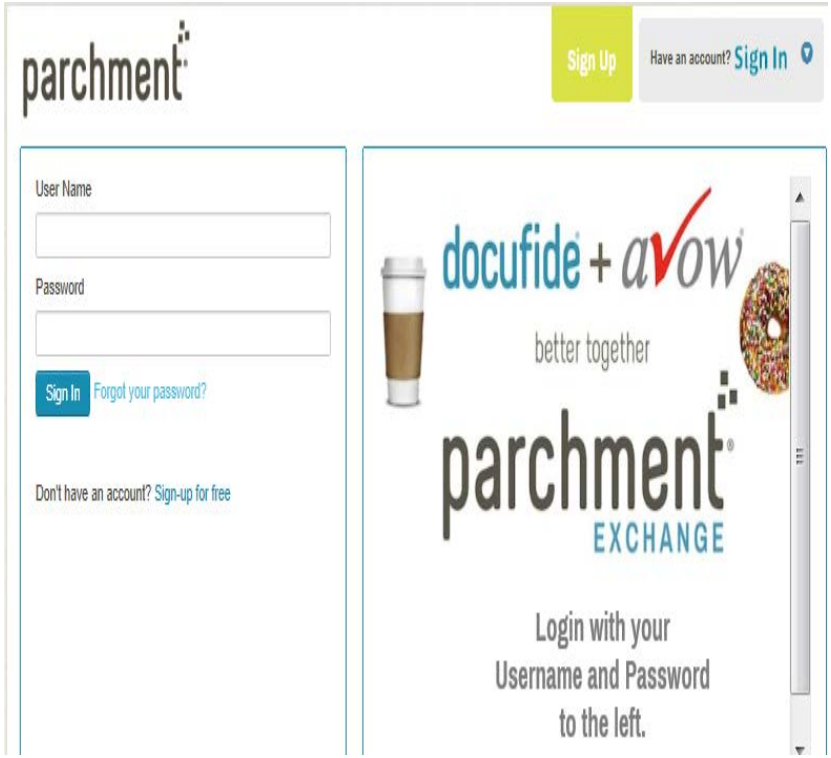


Parchment Exchange: Request a Transcript

- Sign in to your Parchment Account – www.exchange.parchment.com, click the Sign In button to display the sign in fields

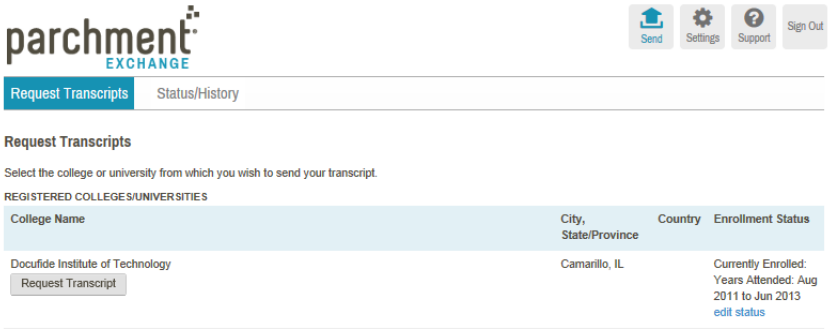


- Enter Parchment Credentials – Enter the email address and password you used to create your Parchment account.
- Click the Sign In button

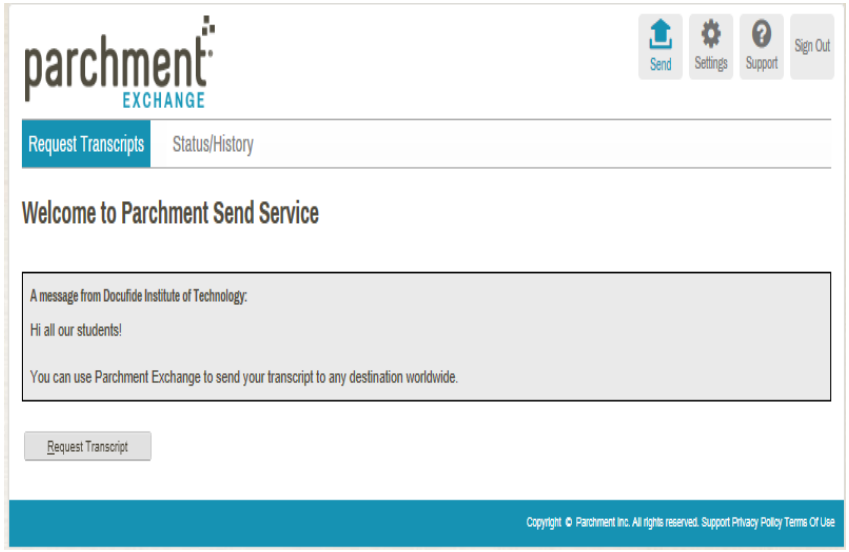


Parchment Exchange: Request a Transcript

- Select College/University – On the Request Transcripts page, select the “Request Transcript” link for the college/university from which you want to request transcripts.

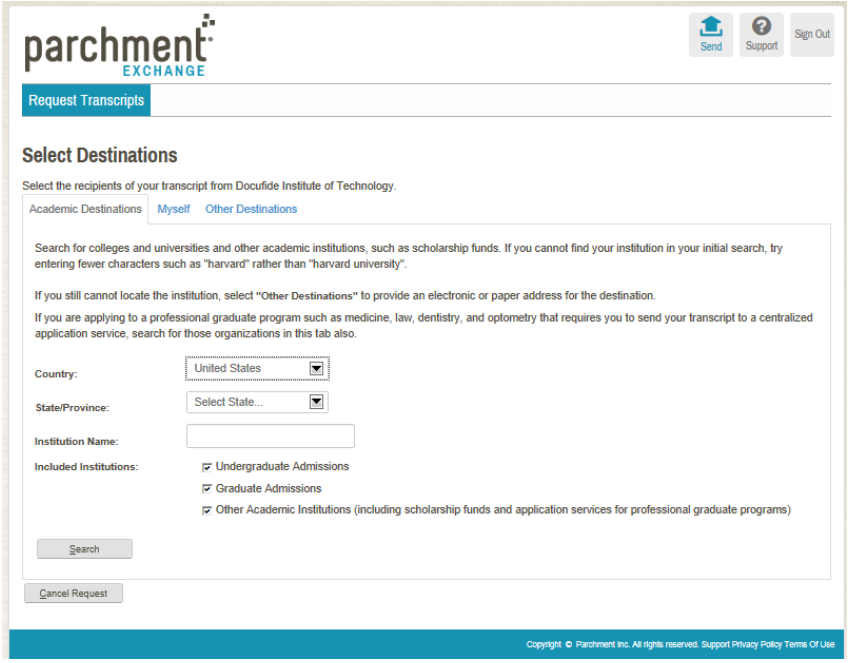


- College/University Message – Your college/university may provide a personalized message. Please review the message for any important information your institution may provide.
- Click the Request Transcript button to continue transcript request process.



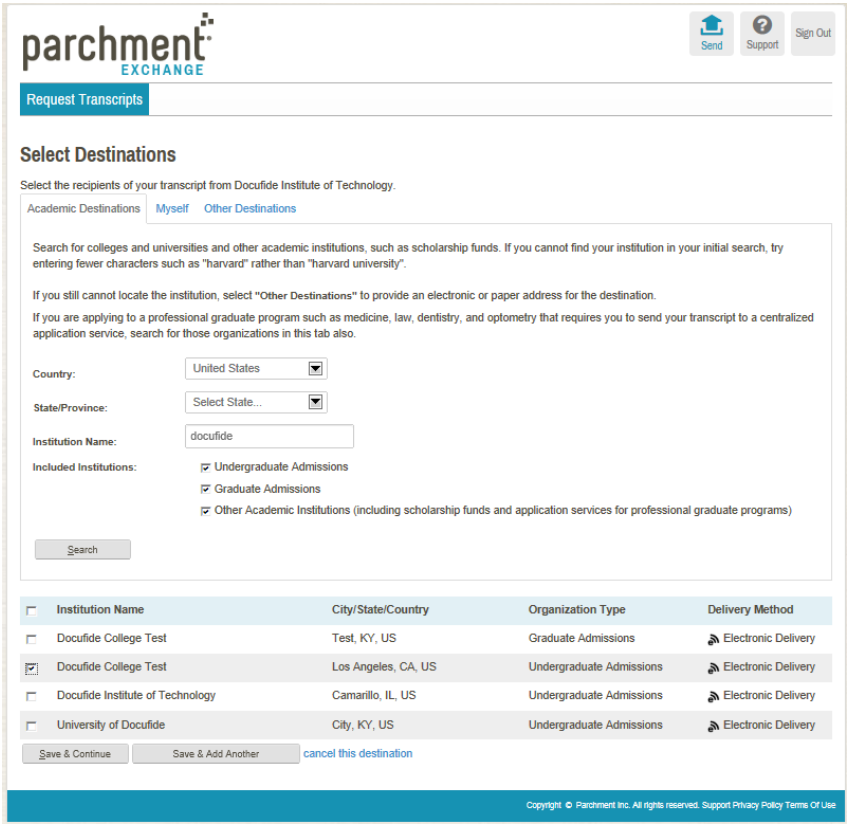
Parchment Exchange: Request a Transcript

- Select Destinations – You can select your destinations using the following tabs:
  - Academic Destinations – search our database of colleges/universities and scholarship funds
  - Myself – send an official transcript to your email address or physical address
  - Other Destinations – send an official transcript to any destination worldwide



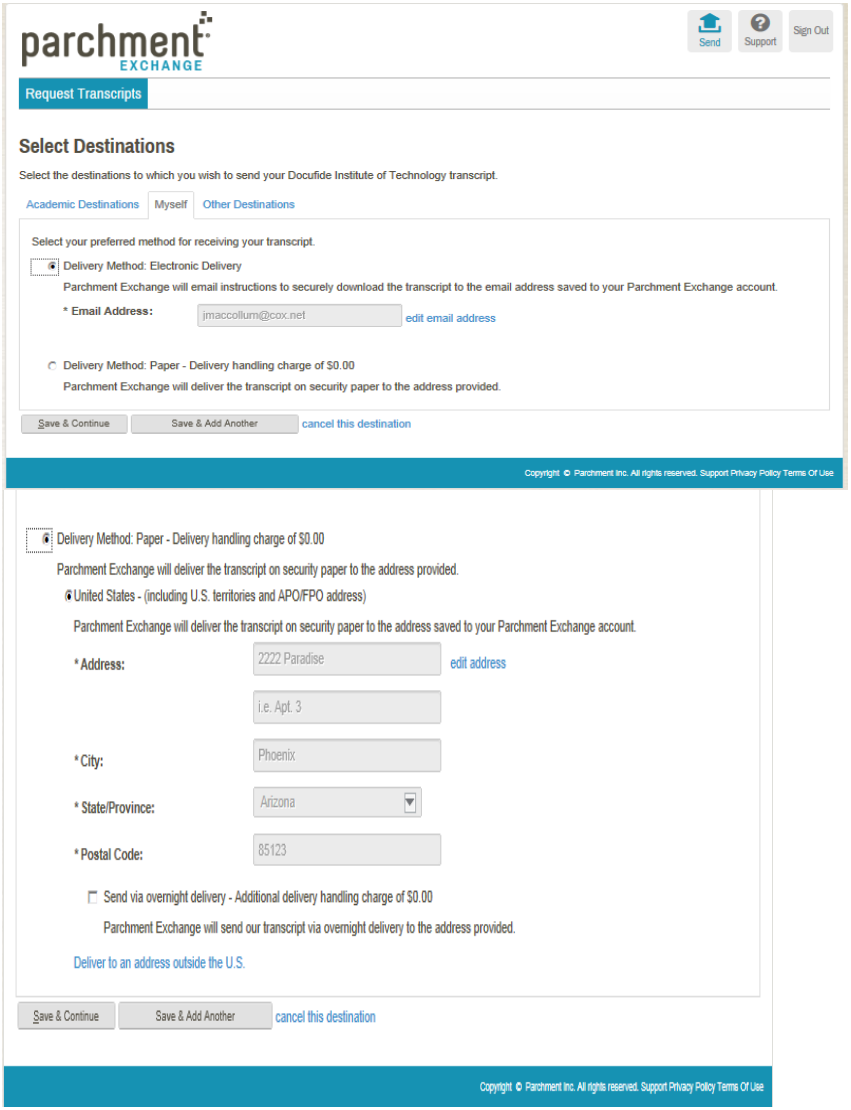
Parchment Exchange: Request a Transcript

- Academic Destinations – You can search the Parchment database of college/universities and scholarship funds
- We recommend beginning your search for academic destinations on this tab because Parchment maintains a database of preferred delivery methods for all colleges/universities nationwide, and a growing number of international institutions.
- You can search for the institution by any combination of:
  - Country
  - State/Province
  - College/University Name
  - Included Instituion (i.e. undergraduate, graduate, or other (such as scholarship fund)
- If you enter multiple criteria (i.e. State/Province and College/University Name), only institutions that match all selected criteria will be displayed in the search results.
  - If you have trouble locating your institution, try entering less criteria and searching again.
- In the Search Results, select the checkbox(s) next to the appropriate institution(s). To continue select:
  - Save & Continue to proceed to review your destination(s) and complete your request
  - Save & Add Another to search for additional destinations
- If you select your current institution, you will receive a warning before proceeding. If you need to send your transcript to your current institution, you can proceed. However, if you want to receive a personal copy of your official transcript, proceed to the “Myself” tab to request a copy of your transcript.



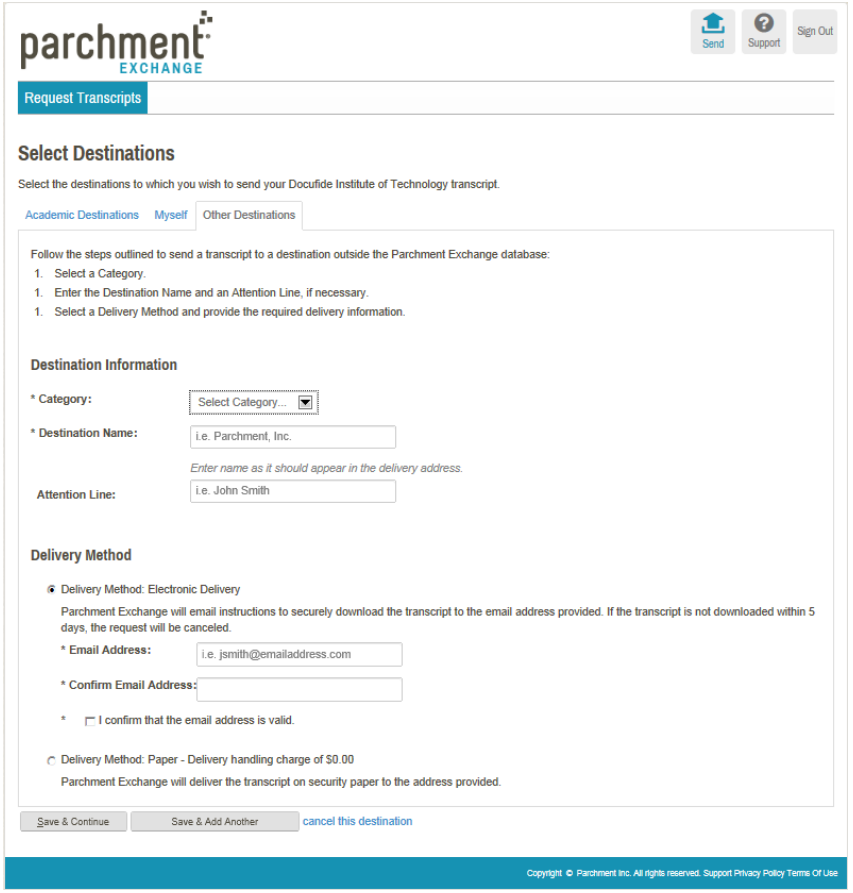
Parchment Exchange: Request a Transcript

- Myself Tab – If you would like to receive an official copy of your transcript, select the Myself tab. By default, the transcript will be delivered to you electronically at the email address associated with your Parchment account.
- Alternatively, you can select a different email address by selecting the “edit email address” link, or have the transcript delivered to you in a sealed envelope to any physical address worldwide by selecting the button next to Delivery Method: Paper.
- You should not select the “Myself” tab to have a transcript delivered to a different destination. As an added level of security when generating your transcript, Parchment clearly identifies the intended recipient of a transcript. If you select the Myself tab, the transcript will indicate that it was prepared specifically for you (rather than your ultimate recipient).
- Delivery Method: Paper – If you want to have your transcript delivered on paper in a sealed envelope, select Delivery Method: Paper. By default, the transcript will be delivered to the physical address saved to your account. To edit this address, select the “edit address” link.
- You can also request that the transcript be delivered overnight via FedEx. Please note, transcripts to APO/FPO and Post Office Boxes cannot be delivered overnight
- International Addresses – To deliver a transcript to an international address, select the “Deliver to an Address outside the U.S.” link.
  - Transcripts to Canada and Mexico addresses are delivered via U.S. mail(unless you select overnight delivery).
  - Transcripts to all other countries are delivered via FedEx.
- Select your desired delivery method and select the Save & Continue or Save & Add Another button.



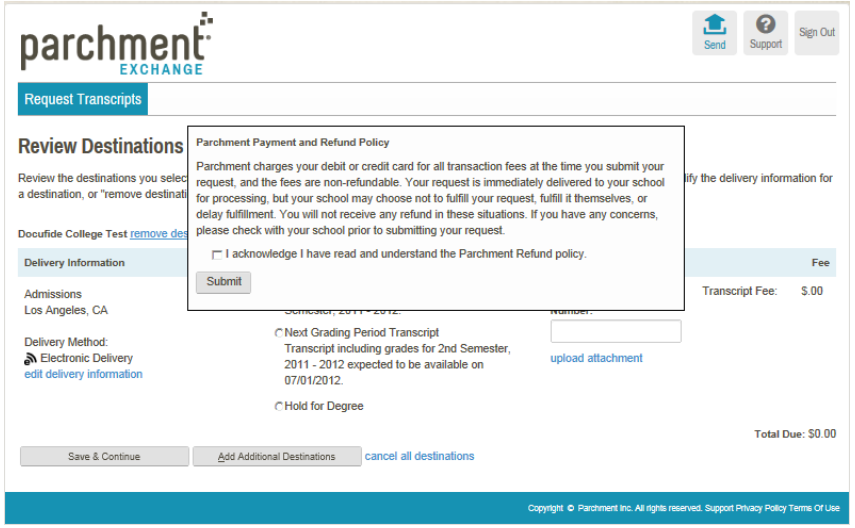
Parchment Exchange: Request a Transcript

- Other Destinations – To send a transcript to any other destination worldwide, select the “other Destinations” tab
  - If you are sending your transcript to a college/university in the U.S., you should search for the institution on the “Academic Destination” tab, rather than using the Other Destination tab to ensure the timely delivery of the transcript.
- To send a transcript to a third party, do NOT provide your email address as the destination email address. If you enter your email address, the transcript will be delivered to you, rather than your intended recipient.
- **Delivery Method: Electronic Delivery** – If you select electronic delivery, you must provide a valid email address, and you will be required to confirm that the email address is valid.
- **Delivery Method: Paper** – As with the “Myself” tab, you can have your transcript delivered in a sealed envelope to any physical address worldwide.
- Select your desired delivery method, enter the delivery information, and select the Save & Continue or Save & Add Another button



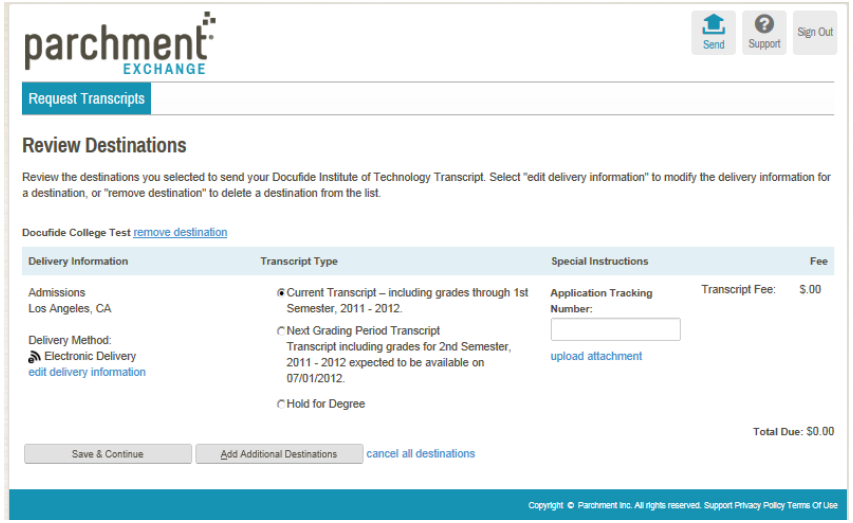
Parchment Exchange: Request a Transcript

- Check box that you acknowledge that you have read and understand the Parchment Refund policy
- Click the Submit button



Parchment Exchange: Request a Transcript

- Review Destinations – When you have added all required destinations, you can review the information and make any necessary adjustments. You can make the following edits on this page:
- Delivery Method
  - If the delivery method is U.S. Mail, you can elect to send the transcript overnight via FedEx. If you select this option, you must provide a valid phone number and the physical address cannot be a PO Box or APO/FPO address
  - To change the delivery method (i.e. from electronic to paper), click the “edit delivery information” link. We do not recommend changing the delivery method for destinations in the Parchment community(located on the Academic Destinations page) unless you have been given specific instructions to send your transcript to a specific individual or address.
- Transcript Type
  - Current Transcript – the transcript will be delivered immediately with grades through the last grading period.
  - Next Grading Period Transcript – the transcript will be delivered when grades are posted for the next grading period. Parchment provides the date grades are expected to be posted.
  - Hold for Degree – the transcript will be delivered when your degree is awarded.
- Upload Attachment
  - To upload one or more documents to be delivered with a transcript, click the “upload attachment” link. In the upload window, locate your document(s)and click Done to attach them to the transcript. The uploaded documents will be delivered with the transcript.
  - Attachment can only be sent with transcripts that are being delivered electronically
- After reviewing your destinations and making any necessary changes, click the “Save & Continue” button to continue with checkout, or “Add Additional Destinations” to add more destinations.



- Payment – If there is a fee associated with your transcript request(s), submit your payment via credit card or debit card and click “Submit”.
- Confirmation – The confirmation page is the receipt for your transcript order. Please print a copy for your record.
- Once your have submitted your transcript order, you will receive a series of emails to the email address for your account to track the transcript progress including:
  - Confirmation email when your order is submitted
  - Approval email when your order is approved by your college/university.
  - Hold email if your order is placed on hold by your college/university. The hold email will include a reason the order was placed on hold.
  - Delivery email when the transcript is mailed (paper delivery) or delivered (electronic delivery).
  - Confirmed receipt email when an electronic recipient confirms receipt of the transcript.