

# Ordering Transcripts

## City Colleges of Chicago

Ordering your transcript is simple! Sign in to City Colleges of Chicago's [my.CCC.edu](http://my.CCC.edu) portal. City Colleges of Chicago partners with Parchment, an academic credentials management company, to provide your transcripts. First step, create an account. Because Parchment and CCC work together, some of your information is passed to Parchment to make registration easier. Here's how it works:

### 1. Login to [my.CCC.edu](http://my.CCC.edu)

### 2. Select "Official Transcripts"

- Click on "Official Transcripts" under "Quick Access"
- You will be passed to Parchment to order your credentials

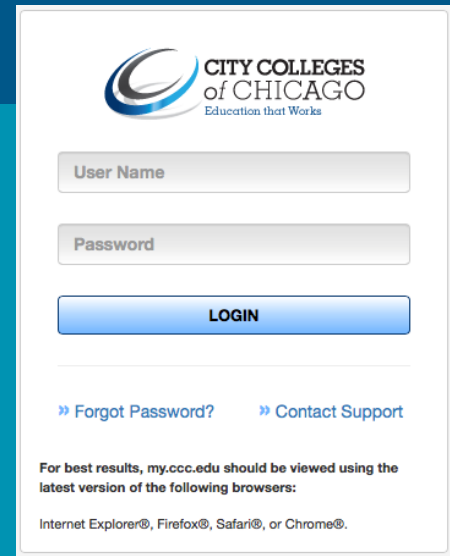
### 3. Begin the Ordering Process

- Choose the credential you want to order: "Transcript" or "Transcript with Attachment"

Note: If you select the Transcript with Attachment credential type the processing time will be longer as this type is fulfilled locally at the college and will be sent via mail. Please contact your college Registrar to email the attachments you would like to include in your transcript order.

- Select the destination(s)
- Verify your order
- Submit payment,
- When your order is placed we'll check that there are no holds or other issues. If you encounter an error, please follow the instructions to finalize your order.

### 4. Track your order



#### → Create an Account on Your First Visit

CCC will pass some information about you to Parchment.

Complete the rest of the registration process to create your account.

**Your account will be ready the next time you come!**

*\*Detailed instructions on the next page*

Visit <https://support.parchment.com>  
for more help with ordering!

Phone Support: 866-324-4764



# Creating Your Account

## City Colleges of Chicago

### First Time to Parchment?

CCC will pass some information about you to Parchment.

**Choose** “New User Account Sign Up” radio button.

**Confirm** your name, birth date, and start/end dates.

**Complete** the rest of the registration fields and choose a password.

**Accept** the terms and conditions.

The screenshot shows the 'Register/Sign In' page for a new user. It includes a progress bar at the top with steps 1 through 7. Step 1 is highlighted. The form fields include: 'New User Account Sign Up' (selected) and 'Already Have an Account' (unselected) radio buttons; a 'Welcome!' message; 'Your Name' (james johnson), 'Date of Birth' (January 23, 1995), 'Gender' (Male), 'Start Year' (2010), and 'Last Year Attended' (2014) dropdowns; 'Highest Level of Education' (None selected); 'Email' (james.johnson@sample.us) and 'Password' (must be at least 7 characters) fields; and a 'SIGN UP' button.

The screenshot shows the 'Terms and Privacy' screen. It includes a 'Terms of Use and Service Agreement' section with a checkbox for 'I agree to the terms of use and service agreement' and a 'Next' button.

The screenshot shows the 'Select a Destination' screen. It asks 'Where would you like to send your credential?' and offers two options: 'An Academic Organization, Admissions Office, Business, or Other Organization' and 'Yourself or Another Individual'. There is a search bar with the text 'Search by organization name, e.g. NCAA, Common App, Parchment University' and a 'Search' button.

## New? Returning? It's easy to set up your Parchment Account!

### Returning to Parchment?

CCC will pass some information about you to Parchment. You have already registered with Parchment.

Sign in with your email/username and password and you're on your way!

The screenshot shows the 'Register/Sign In' page for a returning user. It includes a progress bar at the top with steps 1 through 7. Step 1 is highlighted. The form fields include: 'New User Account Sign Up' (unselected) and 'Already Have an Account' (selected) radio buttons; a 'Welcome!' message; 'Email / username' and 'Password' fields; and a 'SIGN IN' button.

Note: If you have more than one Parchment account, select the “I Already Have an Account” radio button and sign in with the account you want linked to your CCC portal account. Multiple Parchment accounts cannot be combined.

### Ready to Order!

After setting up your account or signing in, you're ready to begin ordering your CCC transcript to send it anywhere worldwide!