

HOW TO ORDER WITH PARCHMENT



Go to griggs.edu



1. Hover over the “Academic” tab and click “*Transcript Request*”



Create an account (0:05)



1. Select “*New Learner Account*”
2. Select “*I do not have a registration code (provided by my school)*”
3. Enter in student’s personal information – make sure to include FULL name
4. Click the green “*Sign Up*” button at the bottom



Check Email (0:30)



1. A confirmation code will be sent to the email you provided. Enter it into the field provided and hit submit.
2. Now your account is set up!



Enrollment Information (00:48)



1. If you are currently taking classes from Griggs, select “*Currently enrolled.*” If not, select “*Not currently enrolled.*”
2. “*Earliest Year*” refers to the first year you enrolled in Griggs.
3. “*Expected Grad Year*” refers to the year you are expected to graduate OR the year you graduated.
4. Select “*I waive my right to access*”



Order your Transcript (1:04)



1. You may proceed to request an official transcript by clicking “order”.
 - a. Official transcript - \$6.75
 - b. Unofficial transcript - FREE - A copy of your unofficial transcript will be available to you on your parchment dashboard within 2-3 business days excluding US national holidays.
2. Once you select the transcript of your choice, you will be directed to set a delivery destination. There are three delivery options:
 - a. If you would like to send your transcript to a **University**, search up the University of your choice in the search bar.
 - b. If you would like to send your transcript to **yourself**, click “*I am sending to myself or another individual*” and select “*I am sending this order to myself.*”
 - c. If you would like to send your transcript to a **High School** (or could not find the organization in the search bar) click “*I am sending to myself or another individual*” and select “*I am sending this order to another individual.*” - Put in the RECIPIENT information and select continue.



Pay (2:37)



1. Enter in your payment information
2. Once you finish your payment, you may order another transcript if you would like.



Check your Email (2:58)



1. You will receive TWO emails from Parchment: confirmation of your order and access to your transcript once it has been approved.
2. Once you receive the email that your transcript is ready, click the email and click “*Access the Transcript.*”



Download your Transcript (3:08)



1. You will be directed to your transcript where you may download it.
2. Keep in mind that you only have **30 days** to download your transcript.
3. You may also access your transcript through your Parchment account - Log in and go to “*Orders.*” You will then see the status of your transcript.