**How to Order a Transcript with Parchment**

1. **Go to** [**griggs.edu**](http://griggs.edu)
   1. Hover over the “Academic” tab and click “*Transcript Request*”
2. **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
3. **Check Emai**l (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!
4. **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 wave my right to access”*
5. **Order your Transcript** (1:04)
   1. You may proceed to request an official transcript by clicking *“order”*.
      1. Official transcript - $6.75
      2. 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:
      1. If you would like to send your transcript to a **University**, search up the University of your choice in the search bar.
      2. 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.*”
      3. 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.
6. **Pay** (2:37)
   1. Enter in your payment information
   2. Once you finish your payment, you may order another transcript if you would like.
7. **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*.”
8. **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.