Listen Up Cougars: **NEW THIS YEAR...**
COLLEGE, HERE YOU COME-3 STEPS TO REQUEST YOUR TRANSCRIPTS
PARCHEMENT STUDENT TOOL KIT

This tool kit was created just for you!

Here you’ll find a set of resources to help you make the most of parchment.com including user guides, video tutorials and frequently asked questions.

**REGISTER**
1. Begin registration by choosing one of these methods:
   - Click the registration link in the email from your school
   - Go to parchment.com/register and enter the registration code provided by your school
   - Go to parchment.com and sign up manually or with Facebook

2. Complete the registration form by answering a few short questions

**ORDER**
1. In your parchment.com account, click *Dashboard*
2. Click *Order* on the Transcript tile
3. Select a destination
4. Submit payment, if necessary
5. Wait for confirmation

**TRACK**
1. Log in to your parchment.com account
2. In the top navigation bar click *Order History*
3. Click on the order to view its status

**BONUS! COLLECT & MANAGE**
Your high school transcript and diploma are the first of many academic credentials you’ll earn. Collect them into your Parchment account! As you earn, manage them in one easy spot.
1. Order
2. Track
3. Collect
4. Share on LinkedIn and Facebook