Parchment Transcript Request Instructions:

1. Log in to https://www.parchment.com/u/registration/28721687/institution

2. Select "Ordering Your Own Credentials or Academic Records" and enter your email address.

3. Once you enter your email address, you will be prompted to enter your personal information.

4. Fill out all items marked with a red asterisk. You will be asked to create a password for this account so you may log back in, in the future. Once this is completed, click on the "Create Account and Continue" button. Parchment will send you an email with a verification code.

5. In the confirmation email you received from Parchment, verify your email by

a. Clicking on the "Verify Your Email Address" button or

b. Copy and paste the verification code in the confirmation email you received from Parchment.

6. Finally, you will answer additional questions regarding your enrollment information. If you had any other names while attending, please indicate those here. Please click continue once you have finished filling out the enrollment information.

7. You have now created a Parchment account, you may continue and order by scrolling down the page and clicking on the green "Order" button next to the option for "**Official Transcript – Center for Public Safety**".

8. Next, select the delivery destination.

a. If you are sending your transcript directly to an institution, enter the name of the institution in the search box and click search. The list of recipients that match your search criteria will populate below. If you see your recipient listed, please click on it. If you do not see the recipient listed, please click on the blue "Enter Your Own" button and enter your recipient manually.

b. If you are sending your transcript to yourself or another individual, please select that option. From here, you may select the delivery method for that recipient (or yourself). Please select an "Electronic" or the "Print and Mailed" option. From there, please input the recipient's email address, or for the "Print and Mailed" option, the delivery address.

9. Finally, at the bottom of the page, you will need to consent to the order. Sign in the signature box and type your name in the text boxes below. Once you have consented to the order, please click continue.

10. This will bring you to the "Order Summary" pay. This is your last opportunity to confirm the information provided is correct. If everything is correct, you may click continue and enter in your payment.

11. Once the payment has been entered and the order submitted, you will receive an "Order Confirmation" on the screen and via email.

12. Parchment will update you via email when your order has been processed.