

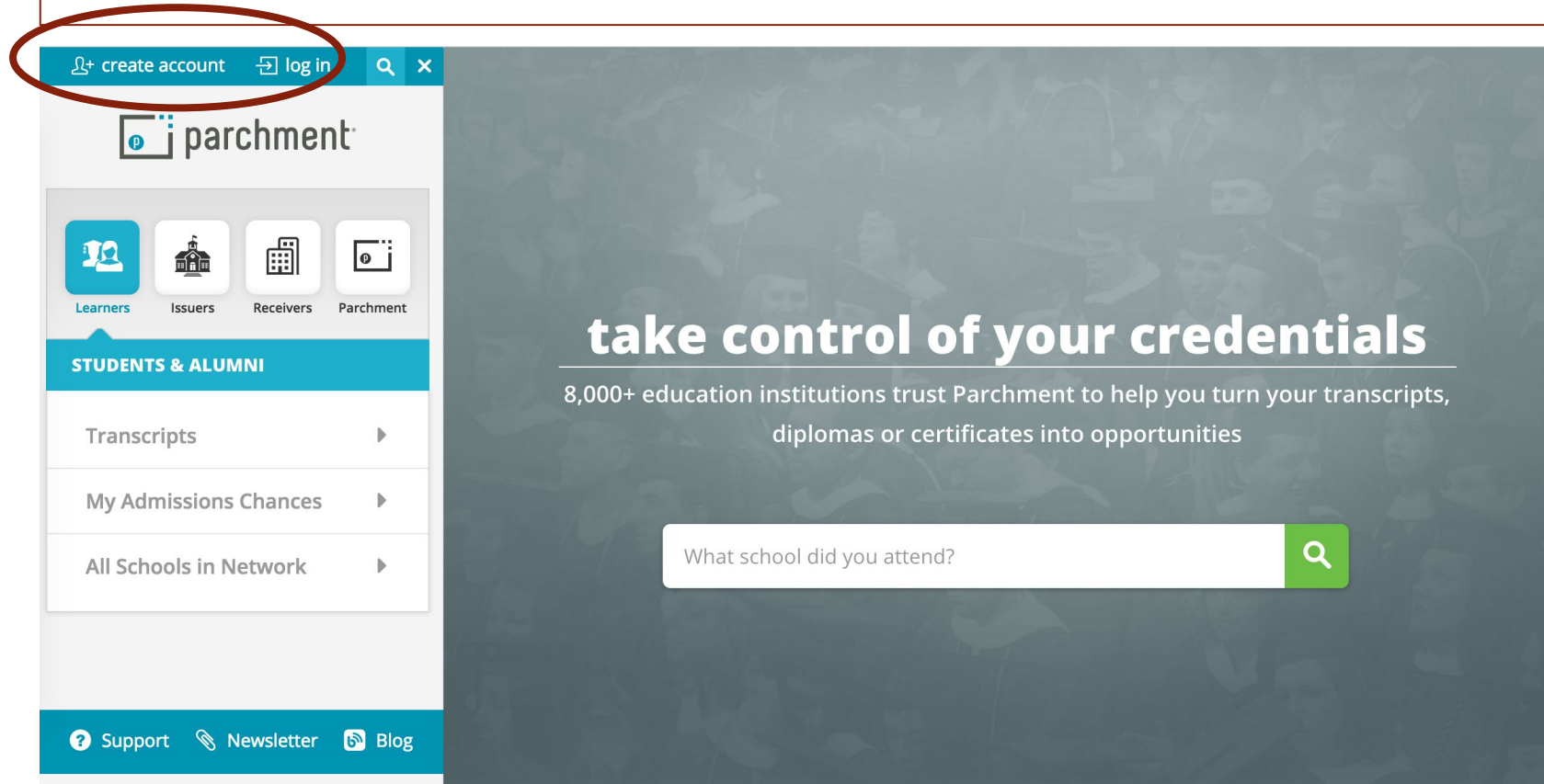
Step by Step Instructions for Ordering Transcripts

# Instructions for Setting Up Your Parchment Account

Dexter High School, Dexter Michigan



1. **Create Your Account** - Go to [www.parchment.com](https://www.parchment.com) - Click on **create account** in the top left-hand corner of the screen.



f Sign up with Facebook

OR

First Name

Gina

Middle Name (Optional)

Last Name

Smart

☐ I am a parent / legal guardian

Date of Birth

August

26

1999

Highest level of education

11th Grade

Email

jginasmart123.com

Password

\*\*\*\*\*

Yes, I am interested in colleges and scholarship programs discovering me through Parchment

☒ No, I do not want to be discovered by colleges and scholarship programs looking for students like me

☒ I have my parents' or legal guardians' permission to create this Parchment account

Sign Up

By signing up you agree to the Parchment [terms of use](#) and [service agreement](#).


## 2. Fill in your personal information.

Follow the example to the right.

### 3. Confirm Your Email - Go to your email and enter the Confirmation Code or click on the link in the email to advance to the next screen.

#### The Parchment Screen

Nearly There.



We emailed a verification code to [ginasmart123.com](mailto:ginasmart123.com)


Please enter the code below

Confirmation Code	<b>SUBMIT</b>
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Please check your spam folder if you don't see the email. Having trouble?  
[Re-send My Verification Email](#) | [Start Over](#)

OR

#### Your Email Screen

 parchment

Hi Gina,

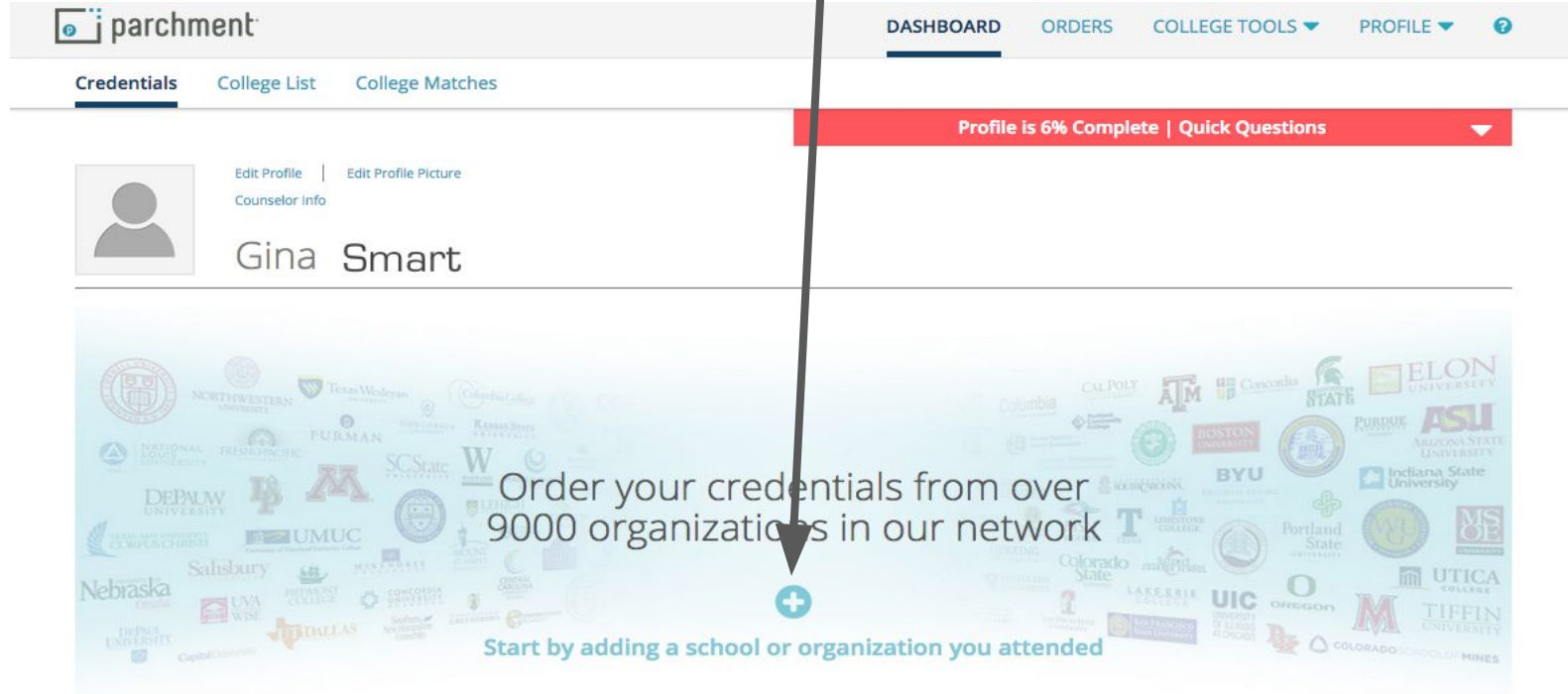
Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

<b>Verify your email address</b>	<b>OR</b> enter your verification code: <b>aBPu0A</b>
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Welcome to Parchment! We are really happy to have you here.

Thank you,  
The Parchment Team

**4. Add Your Current High School** - Start by clicking on the Plus symbol to add Dexter High School to the schools you have attended. Be sure you select the one in Dexter, MI.



The screenshot displays the Parchment dashboard interface. At the top, the Parchment logo is on the left, and navigation links for DASHBOARD, ORDERS, COLLEGE TOOLS, and PROFILE are on the right. Below the navigation bar, there are tabs for Credentials, College List, and College Matches. A red banner across the middle of the dashboard states "Profile is 6% Complete | Quick Questions". On the left side, there is a user profile section for "Gina Smart" with links to "Edit Profile" and "Edit Profile Picture". The main area of the dashboard features a large grid of various university and college logos. Overlaid on this grid is a large blue plus sign (+) with the text "Order your credentials from over 9000 organizations in our network" and "Start by adding a school or organization you attended". A black arrow points from the top of the page down to the plus sign.

parchment

DASHBOARD ORDERS COLLEGE TOOLS PROFILE

Credentials College List College Matches

Profile is 6% Complete | Quick Questions

Edit Profile | Edit Profile Picture  
Counselor Info

Gina Smart

Order your credentials from over 9000 organizations in our network

Start by adding a school or organization you attended

**5. Find Dexter High School** - Click **Add** when you find it.

Enter the name of your school in the search box and click **Search**.

Search for the school you attended

Search

[Advanced Search](#) ▼

- Click **Advanced Search** to narrow the results and search by:
  - High schools
  - Colleges
  - City, State, or Country

## 6. Add Enrollment Information - Complete this page. Follow the example below. Click on **Consent and Request**.

Your Name

Gina Smart

[+ I would like to add a maiden name or variation to help match the credential I'm ordering](#)

Date of Birth \*

Gender

Earliest Year \*

Expected Grad Year \*

### FERPA Privacy Rights

recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

Recognize the confidential nature of the Secondary School Report and other recommendations and

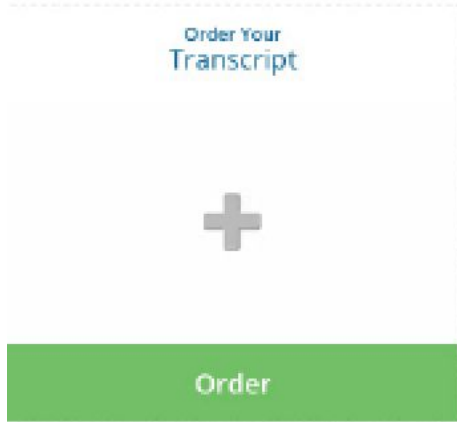
- ☒ I waive my right to access  
☐ I do not waive my right to access

☒ I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

CONSENT AND REQUEST

## 7. **Order Transcripts** - Remember when ordering transcripts:

- You may place multiple orders, one for each school you need your transcripts sent to.
- You may indicate if you want to have your transcript sent immediately or held until after the next grading period and new grades have been added.



Click on **Order** and select the option to send your transcript to a school. Enter the name of the school you want to send your transcript to in the **Search** box. When you find the right school, click **Select**.



**8. Order Details** - Confirm you have the correct school and be sure to note if you want order sent now or hold until after the next grades have been uploaded.


All orders will show on the right side of the screen. You may add another order or **Save and Continue.** (There are no charges to current DHS students.)


**Example - Screen Shot**

### Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

**FROM**  
Dexter High School  
Dexter, MI

**Transcript**  
Delivery Method  
Electronic

Destination Icon

**TO**  
Central Michigan University  
Office of Undergraduate Admissions  
Mount Pleasant, MI, 48859-0001

When do you want this sent?

Application Tracking Number (optional)

[+ Add Another Destination](#)

[Delete this item](#)

Credential Fee	\$0.00
Shipping / Handling	\$0.00
<b>Item Total</b>	<b>\$0.00</b>

Total Credential Fees	\$0.00
Total Shipping / Handling	\$0.00
<b>Order Total</b>	<b>\$0.00</b>

[Save & Continue](#)


**9. Provide Consent** - Next you (or your parent or legal guardian if you are a minor) must sign the screen to release your transcripts from your school.

Use the mouse to  
sign at the X.  
Type the name in  
the box below.

### Provide Consent

I authorize Parchment to release my academic credentials from zz Marie High School to the destinations I select.

Sign here with mouse or finger:

A handwritten signature in dark ink on a light gray background. The signature starts with a small 'X' on the left, followed by a large, stylized 'G', and then the name 'ina Smart' in a cursive-like script. The signature is written over a horizontal line.

Clear Signature

Type Parent/Guardian Name:

Gina Smart

☒ I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.

Save & Continue