Order Your Final Transcript
Student Guide
Do you know where you’ll be sending your transcript when your final grades are in?

If the answer is yes, then place your order now. Your transcript won’t be sent until your grades are finalized and updated on your transcript. Why wait?

TO ORDER YOUR FINAL TRANSCRIPT

● Sign in to your Parchment Account.
  ○ If you forgot your password, no problem! Simply click the Forgot Password link to reset it.
  ○ If you don’t have a Parchment Account, click on Sign Up to create one now.

● Once signed in you will locate Transcript and select Order from either the list view or tile view.
● **Search** for the destination that you want to send your Final Transcript. **Click** on the name in the list.
  ○ If the recipient is not found in the list you can manually enter in an email address, by Selecting **Enter Your Own**.
● On the Item Details screen choose **HOLD FOR GRADES** from the “When do you want this sent?” dropdown menu.

● Complete the consent section and click **CONTINUE**.
Are you sending your Final Transcript to more than one location? Select the Add another item link to select another destination prior to checking out.

Once you are ready to check out, select COMPLETE ORDER.

Your order has not been placed yet. Please review and complete the order below.

Here's your order summary Alyssa

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>Horseshoe Community</td>
</tr>
<tr>
<td>TO</td>
<td>University of Connecticut, Storrs, CT</td>
</tr>
</tbody>
</table>

Total Credential Fees $4.15
Total Subsidized $-4.15
Order Total $0.00

Your order will be processed by your school once final grades are released and transcripts are updated.