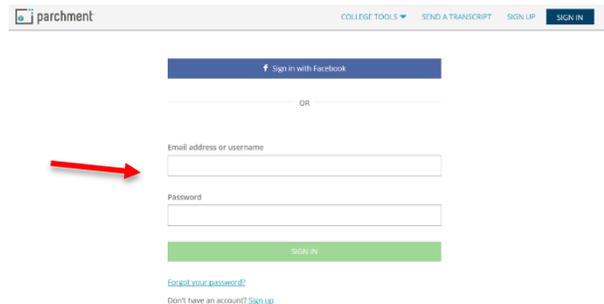


## Sending Your Transcripts through Parchment

1. Go to: [www.parchment.com](http://www.parchment.com)

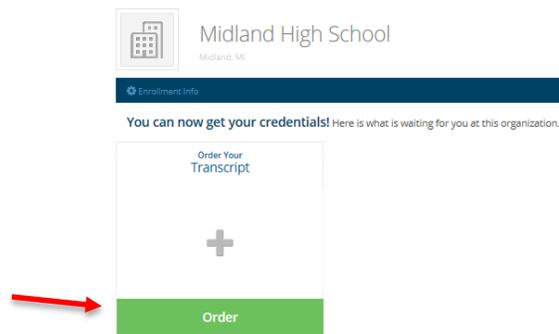
2. Sign in:

- Use your personal email address
- Create your own password **or** it might be your first initial and school ID. If not, click “forgot your password” and one will be sent to your email.



The screenshot shows the Parchment sign-in interface. At the top, there are navigation links for 'COLLEGE TOOLS', 'SEND A TRANSCRIPT', 'SIGN UP', and 'SIGN IN'. Below these is a 'Sign In with Facebook' button. A horizontal line with 'OR' in the center separates this from the main sign-in form. The form contains two input fields: 'Email address or username' and 'Password'. A green 'SIGN IN' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Don't have an account? Sign Up'.

3. Click on the green “Order” button to **order your transcript**:



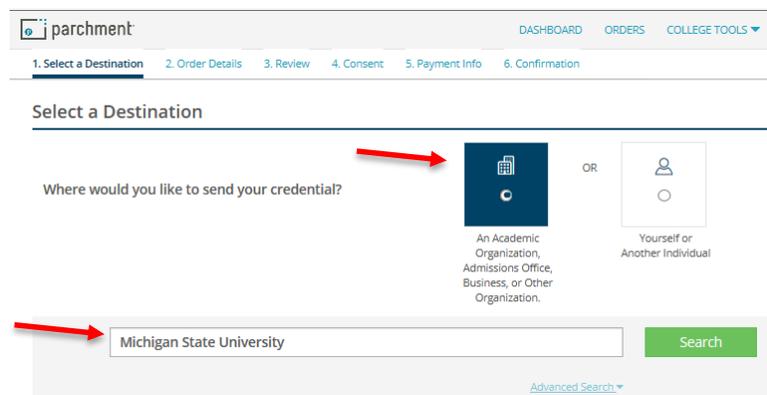
The screenshot shows the 'Order Your Transcript' page for Midland High School. At the top, there is a school icon and the name 'Midland High School' with 'Midland, MI' below it. A blue bar contains 'Enrollment Info'. Below this, a message states: 'You can now get your credentials! Here is what is waiting for you at this organization.' The main content area features a large white box with a plus sign and the text 'Order Your Transcript'. At the bottom of this box is a prominent green 'Order' button, which is highlighted by a red arrow.

4. **Select A Destination:**

Where would you like to send your credential?

- Click: “An Academic Organization, Admissions Office, Business, or Other Organization”

- Enter Institution Name  
*Ex: Michigan State University*



The screenshot shows the 'Select a Destination' page. At the top, there are navigation links for 'DASHBOARD', 'ORDERS', and 'COLLEGE TOOLS'. Below these is a progress bar with steps: '1. Select a Destination', '2. Order Details', '3. Review', '4. Consent', '5. Payment Info', and '6. Confirmation'. The main heading is 'Select a Destination'. Below this, the question 'Where would you like to send your credential?' is displayed. There are two radio button options: 'An Academic Organization, Admissions Office, Business, or Other Organization.' (which is selected and highlighted by a red arrow) and 'Yourself or Another Individual'. Below the radio buttons is a search input field containing 'Michigan State University' (highlighted by a red arrow) and a green 'Search' button. At the bottom right, there is a link for 'Advanced Search'.

- Click: “Search”

5. A list of Institutions with that name appears. Click the “Select” button next to the correct Institution:

Where would you like to send your credential?

An Academic Organization, Admissions Office, Business, or Other Organization.

OR

Yourself or Another Individual

Michigan State University Search

Institution	Location	Organization Type	
Michigan State University	East Lansing, MI, US	College / Undergraduate	Select
Bisk Education for the benefit of Michigan State University	Tampa, FL, US	College / Undergraduate	Select

Add this college to my list

6. **Order Details:** Edit, Remove, or Add Another Destination

- Select “Delete this item” to remove a Destination
- Select “Add Another Destination” to send transcript to more than one Institution; there is no limit

Your order has NOT been placed yet.

Item(s) being ordered:

FROM: Midland High School, Midland, MI

TO: Michigan State University, Office of Undergraduate Admissions, East Lansing, MI, 48824-2604

When do you want this sent? Send Now

Application Tracking Number (optional)

Transcript Delivery Method: Electronic

Delete this item

Add Another Destination

Credential Fee \$0.00  
Shipping / Handling \$0.00  
Item Total \$0.00

Total Credential Fees \$0.00  
Total Shipping / Handling \$0.00  
Order Total \$0.00

Save & Continue

- When you are finished selecting all of your Destinations click “Save & Continue”

7. **Please Review Your Order**

- If you need to make a change select “Edit Order”
- If your order is correct select “Continue”

Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

FROM: Midland High School, Midland, MI

TO: Michigan State University, Office of Undergraduate Admissions, East Lansing, MI, 48824-2604

Processing Time: Send Now

Transcript Delivery Method: Electronic

Credential Fee \$0.00  
Shipping / Handling \$0.00  
Item Total \$0.00

Total Credential Fees \$0.00  
Total Shipping / Handling \$0.00  
Order Total \$0.00

Edit Order

Continue

8. **Provide Consent**