

# Guide to Setting up Parchment Account

1. Login to your school e-mail to find the e-mail from Paula Gulbranson/Parchment. You will receive an email like the one shown in the image below. Sometimes this can be found in your "Other" folder in your email account

Click the green button below to finish setting up your Parchment account.

Once you're set up, you can send your credentials anywhere in the world 24/7 - colleges, scholarships, NCAA, the Common App and more! Plus, you can research colleges to help you decide where to apply.

It takes two minutes to place an order and you can track it every step of the way.

Finish Setting Up Your Parchment Account

If the button does not work, copy and paste the link below into your browser:

<https://www.parchment.com/c/reg/?code=WDSQACW6Z>

Click either one of these to complete your parchment account.

Once your Parchment account is set up, you can:

2. After you click on one of the links provided in the email sent to you, Parchment will open up and bring you to a page as shown below. You will need to input information for all sections in red.

## My Parchment Account Information

Register As\*  Student, current or former creating my own Parchment account [Have a Parchment](#)  
 Parent or guardian, creating Parchment account for my minor (under 18) child

Name\* First Middle Name Last name

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

Email\*

Date of Birth\* Jan 01 1970

Current Grade Level\* Grade Level

Password\*

Gender\* Gender

Year entering college (or year entered) Year

Enter your school email

For your password enter your 8-digit birthday

3. Scroll down and it will bring you to the next section which asks if you want to share info. with colleges, select No for now as shown below. This can be updated later.

Colleges, scholarship programs, and other institutions are looking for students like you.

Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.

- Yes, share the information I provide with those colleges looking to discover me at Parchment.
- Yes, allow my transcript from Sierra High School to be shared with colleges looking to discover me through my Parchment.com account.
- No, I do not wish to share my information or transcripts with colleges that may be interested in me.

Select No for now.

4. Scroll down to the FERPA section, mark that you do not waive your rights to access.

FERPA Privacy Rights - *required*

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to 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.

I recognize the confidential nature of the Secondary School Report and other recommendations and

- I do waive my right to access.
- I do not waive my right to access.

Select No Do Not waive rights

5. Scroll down to the next section, check all three boxes (parent permission, agree to terms, etc.). Some may only have two boxes listed and that's okay (check both). After all boxes are checked, click on "Let's Go!"

Check all three boxes

- I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).
- I have my parents' or legal guardians' permission to create this Parchment account
- I agree to the Parchment [terms of use](#) and [service agreement](#)

Let's go!

After all boxes are checked, click here

6. You will be directed to your Dashboard but a box may pop up saying “Which Colleges . . . ?” as shown below. Exit out of that box by clicking on the X in the top right corner. This can be updated later.

NEED A TRANSCRIPT? [Send one now](#)

### WHICH COLLEGES ARE YOU INTERESTED IN?

Tell us a few colleges you're interested in so we can give you great recommendations and personalize your Parchment experience. (You can add more later)

Type to search colleges

Type to search colleges

Type to search colleges

**NEXT**

1 2

7. Now you are at your Dashboard. Please check to see that the Sierra High School picture icon is there under your name and it says “Pending” under the icon. This is where your transcript will show up after we approve them. If the icon is there, you have been successful and are done. You can now go to Profile in the top right and sign out.

 Sierra High School  
Manteca, CA

Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Transcript