

Former students and Alumni:

Students who do not have access to Banner Web account should order transcripts with our partner Parchment, Inc.

Access the Transcript

Portal: https://exchange.parchment.com/send/adds/index.php?main_page=login&_id=jv69VO1mnLIZ5h9V

First time users should create an account.

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Create Account

Return users should sign in.

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#)

Sign In

Once in the Transcript Ordering portal, you may enter the name of an institution that is already a registered user with Parchment by entering the institution in the field provided. Transcripts will be sent electronically to the institution you select.

Institution Name, Acronym, Location, or Email

SEARCH

Students may also enter the information by clicking the Send to Yourself, Another Individual or Third Party Link found just below the search box.

[Or Send to Yourself, Another Individual, or Third Party](#)

Students using this option will be given the opportunity to send transcripts three ways:

Select Product Type

| | | |
|---|---|---------------|
|  | eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within 2 to 3 business days. Allow additional processing time for high volume periods. Please confirm with the... | \$0.00 |
|  | Paper Transcript - Mailed Order an official paper copy of your transcript. Please allow 3 to 5 business days to process this request. Allow additional processing time for high volume periods. NOTES: Transcripts will not be... | \$0.00 |
|  | Paper Transcript - Pickup Order an official paper copy of your transcript. Please allow 3 to 5 business days to process this request. Allow additional processing time for high volume periods. NOTES: Transcripts will not be... | \$0.00 |

Enter the information required and click the Continue button.

You are given the opportunity while completing the transcript request form to ask that your transcripts be held until the grades for the current term are posted. It also provides you with the opportunity to ask that your transcripts be held until degrees have been posted. Please understand that if you request that transcripts be held until degrees are posted, it will not be printed until all the degrees for that term have been posted.

You will be directed to your Shopping Cart. You can remove the request if it is not correct, Continue Shopping to request additional transcripts or Checkout to submit your order.

When you click the Checkout option, you will be asked to read and accept the Family Education Rights and Privacy Act conditions.

If you agree to the conditions, check the I Accept box I ACCEPT and then the Next Button .

You will have the opportunity to review your order.

Confirm Your Document Request:

| Document Name | Qty. | Unit Price | Total |
|--|------|------------|--------------------------|
| Paper Transcript - Mailed | 1 | \$0.00 | \$0.00 |
| Processing Time - Now | | | |
| Mailing Method - Standard (USPS) | | | |
| Document Date - 01/27/2017 6:13:15 | | | |
| Ship To: Test Test Test Rd Test, Connecticut 06810 United States | | | |
| | | | Sub-Total: \$0.00 |
| | | | Total: \$0.00 |

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

Back

Confirm

If you have completed your request, click Confirm , otherwise you may click the Back button  to change or add to your order.