

ORDERING TRANSCRIPTS VIA PARCHMENT

Website: www.parchment.com

Overview: You will need to establish an account, then request that your transcript be sent from SI to Parchment. Once your transcript has been sent to your Parchment account, you may select colleges to which that transcript will be delivered. Once you have the requested transcript in your account, you may deliver to additional colleges later. For the end of each semester, to add the additional grades, you must again select colleges for delivery by ordering in advance and specifying “Next Grading Period Transcript.” Then the updated transcript will be sent to your account and delivered to the colleges after the new grades have been added.

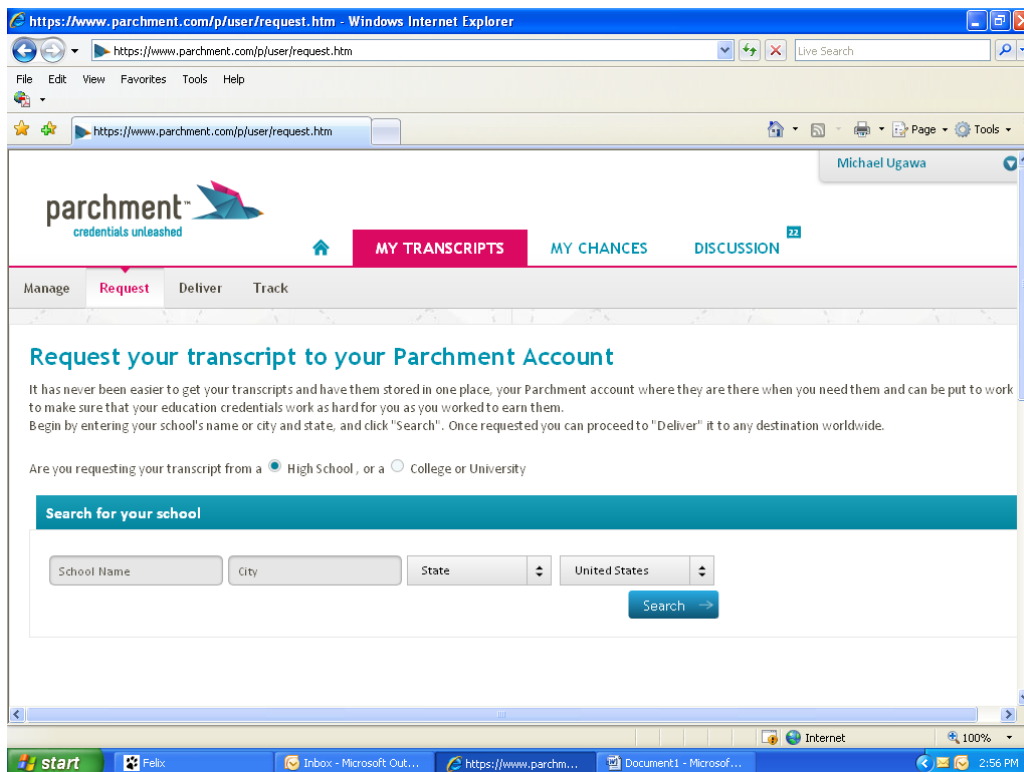
To Establish Account for the First Time:

- 1) Click on **Sign Up**.
- 2) Enter your SI email address, create a password, and enter all other required information.
IMPORTANT: Use your full formal name as it will appear on your transcript—no abbreviations.

Once your account has been established, click Sign In to enter your account.

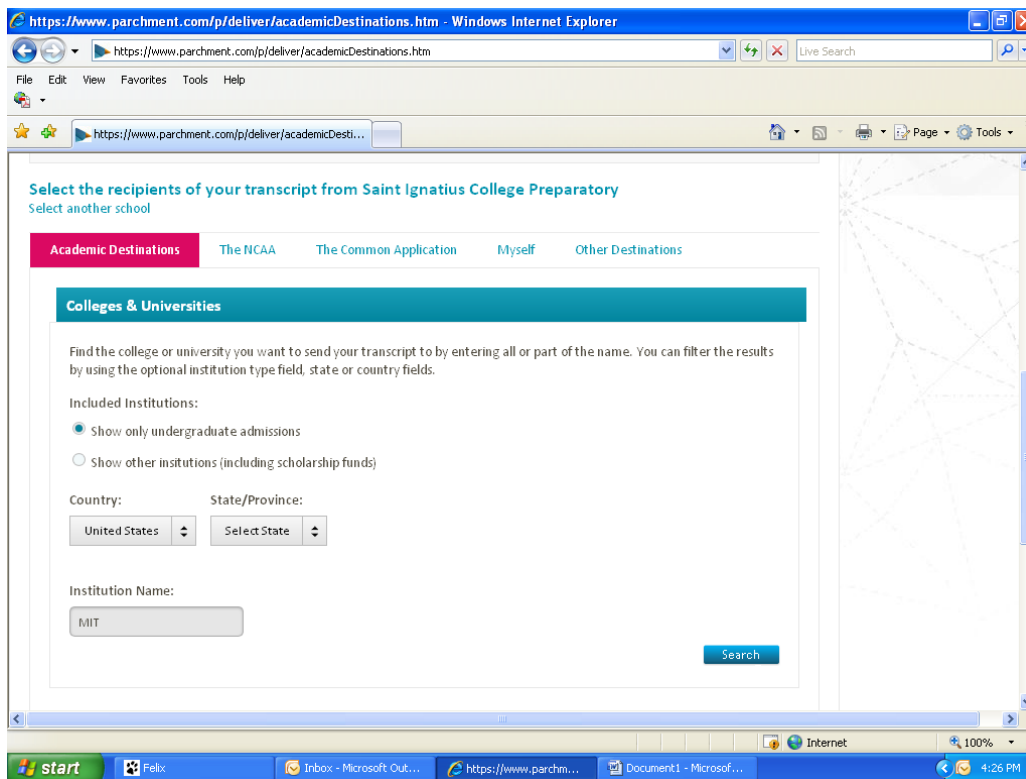
Request your transcript to be sent from SI to Parchment:

- 1) After signing in, click the tab for **My Transcripts**.
- 2) Click **Request**.
- 3) Enter St. Ignatius, San Francisco, CA in the appropriate fields and click **Search**.
- 4) Click the radio button in front of the school name then click **Save & Continue**.

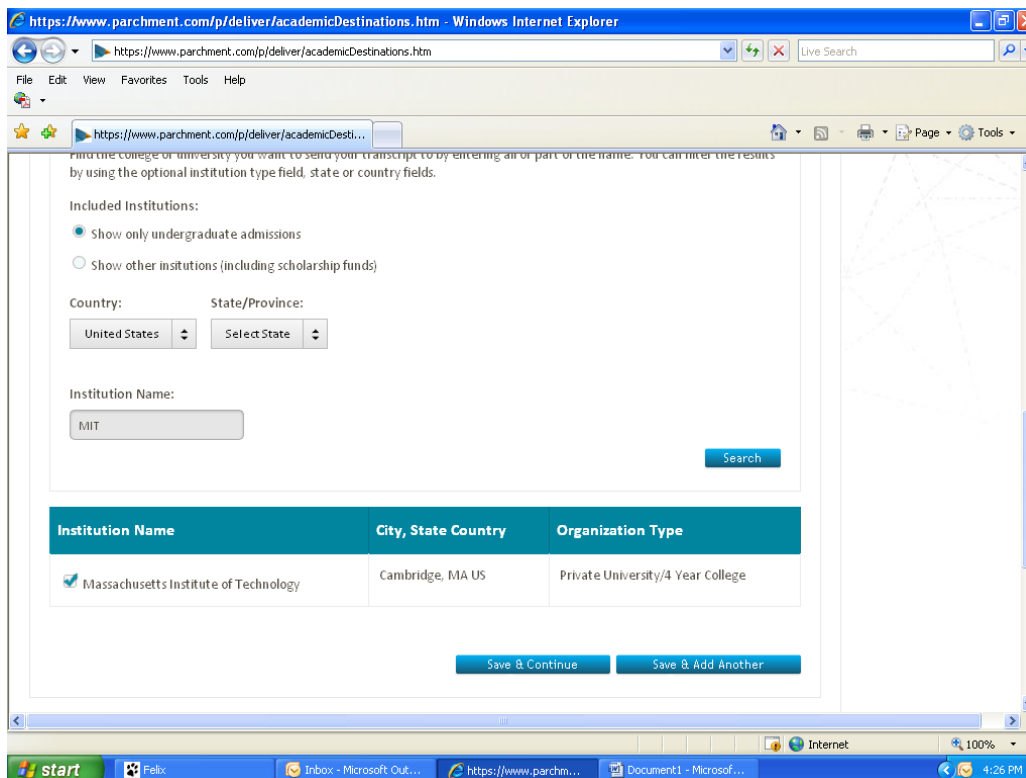


Select Colleges to Receive Delivery:

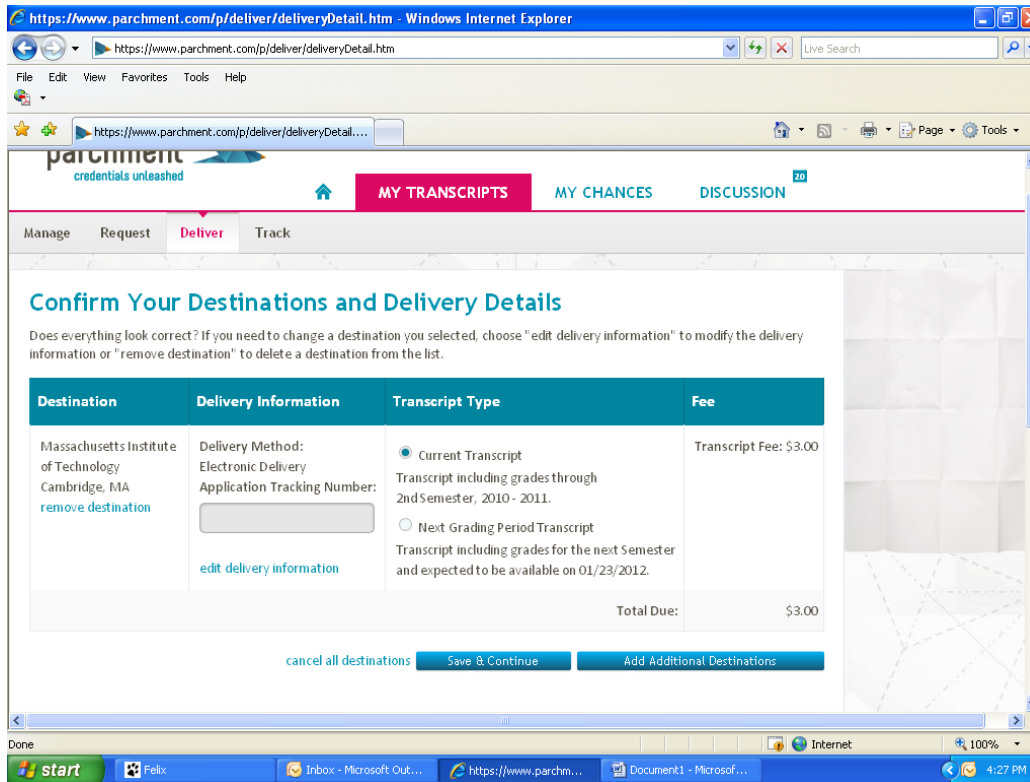
- 1) After signing in, click the tab for **My Transcripts**.
- 2) Click **Deliver**.
- 3) Scroll down and click the tab for **Academic Destinations**.
- 4) Enter the name of the college and click **Search**.



- 5) Click to check the box in front of the name of the correct college.
- 6) Click **Save & Add Another** if you need to add another college; after selecting the last college **Click Save & Continue**.



- 7) On the confirmation page, **if you are ordering in advance for the grades to be posted at the end of the semester, select Next Grading Period Transcript;** otherwise select Current Transcript. Click **Save & Continue** to proceed to the payment page.



NOTE: You may click on the **Track** item under the **My Transcripts** tab to view the current status of any transcript you have already ordered. You will also receive emails confirming the progress of your transcript requests at each step in the process.

For questions regarding registering or ordering transcripts via Docufide, please contact them at <https://www.parchment.com/p/help/contactus.htm>.