



PARCHMENT ACCOUNT & ORDERING INSTRUCTIONS

Account Set Up:

- Visit <http://www.lacrosseschools.org/logan-high>
- Under “The Office” select Transcripts
 - This is an important step because it links Parchment with Logan High School.
 - The direct link is: <https://www.parchment.com/u/registration/25888/account>
- Select “New Learner Account”
- Select “I do not have a registration code (provided by my school).”
- Enter your information
- Create Login/Password
 - **Use a HOME e-mail address. DO NOT** use your school e-mail address.
- Select NO for “I am interested in being discovered by colleges, universities, etc.”
- Confirm your email
- Select “I do not waive my right to access”

Ordering:

- Select “Order Transcript”
- Choose either:
 - An Academic, Organization, Admissions, Office, Business, or Other Organization.
 - You will be presented with a search box to search for your school of choice.
 - Yourself or Another Individual
 - You would use this to get an unofficial transcript for you to view.
- Sign with your mouse the Consent Page
- Make a payment
 - You will need a debit/credit card
 - If you need a fee waiver, speak to your school counselor.

Important Things to Note:

- If you already have an account and you cannot access your email for which your account is created, you will need to request Parchment reset your account by selecting “Customer Support” then “Contact Support”. This process will take time. **Logan HS cannot do this for you.**
- Your school should process your order within 1-2 days. If you track your order and you see “Order submitted to school” as your status, please contact Student Services.
- Final Transcripts
 - Most school require students to submit their final transcripts upon graduation.
 - You should order your final transcript in May or June.
 - When prompted “When do you want this sent?” choose “Hold for Grades”
 - Your school will release your transcript when final grades are posted.