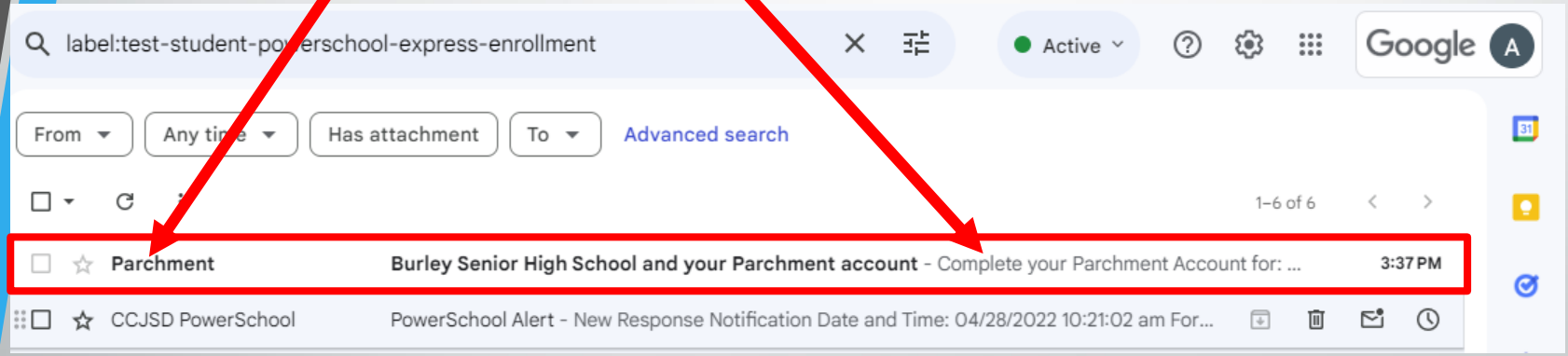
Creating a Parchment Account with Registration Code

Login to your Gmail account and find the email from “Parchment” open the email to begin setting up your account.



Registration Email

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Dear Irene Student:

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=Y4SXLNB33

Once your Parchment account is set up, you can:

- Send your transcript from **Horseshoe Community** to any destination worldwide.
- Send other college admission documents like letters of recommendation.
- Place your order early but wait until your next grades are in before your transcript is sent.
- Check out your chances of getting into your favorite colleges.

Click "Finish Setting Up Your Parchment Account"

Account Information

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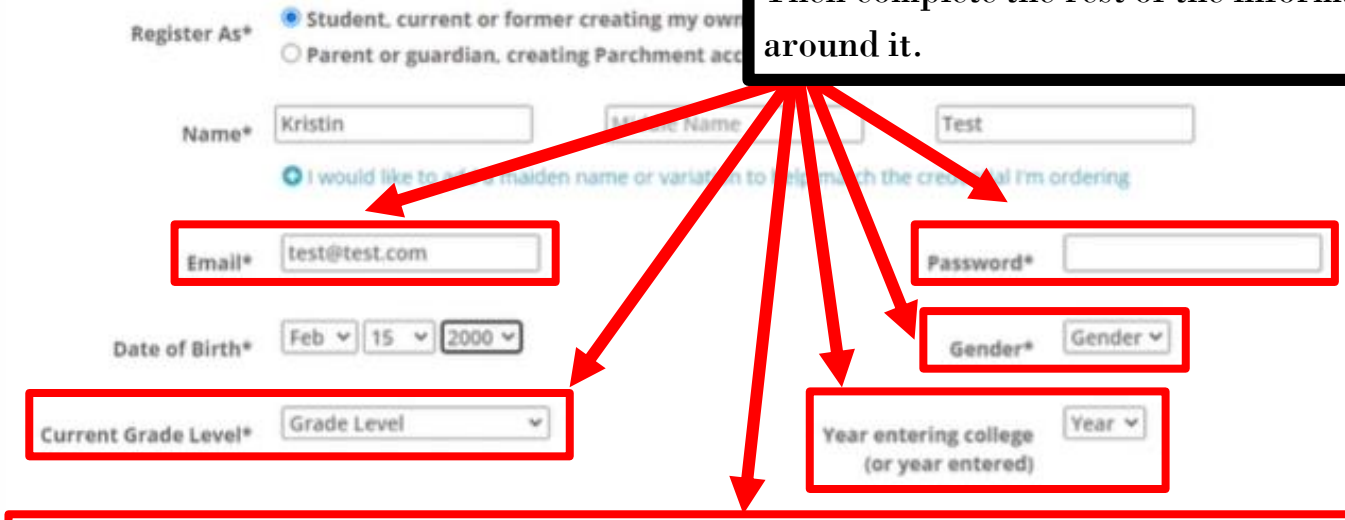
My Parchment Account Information

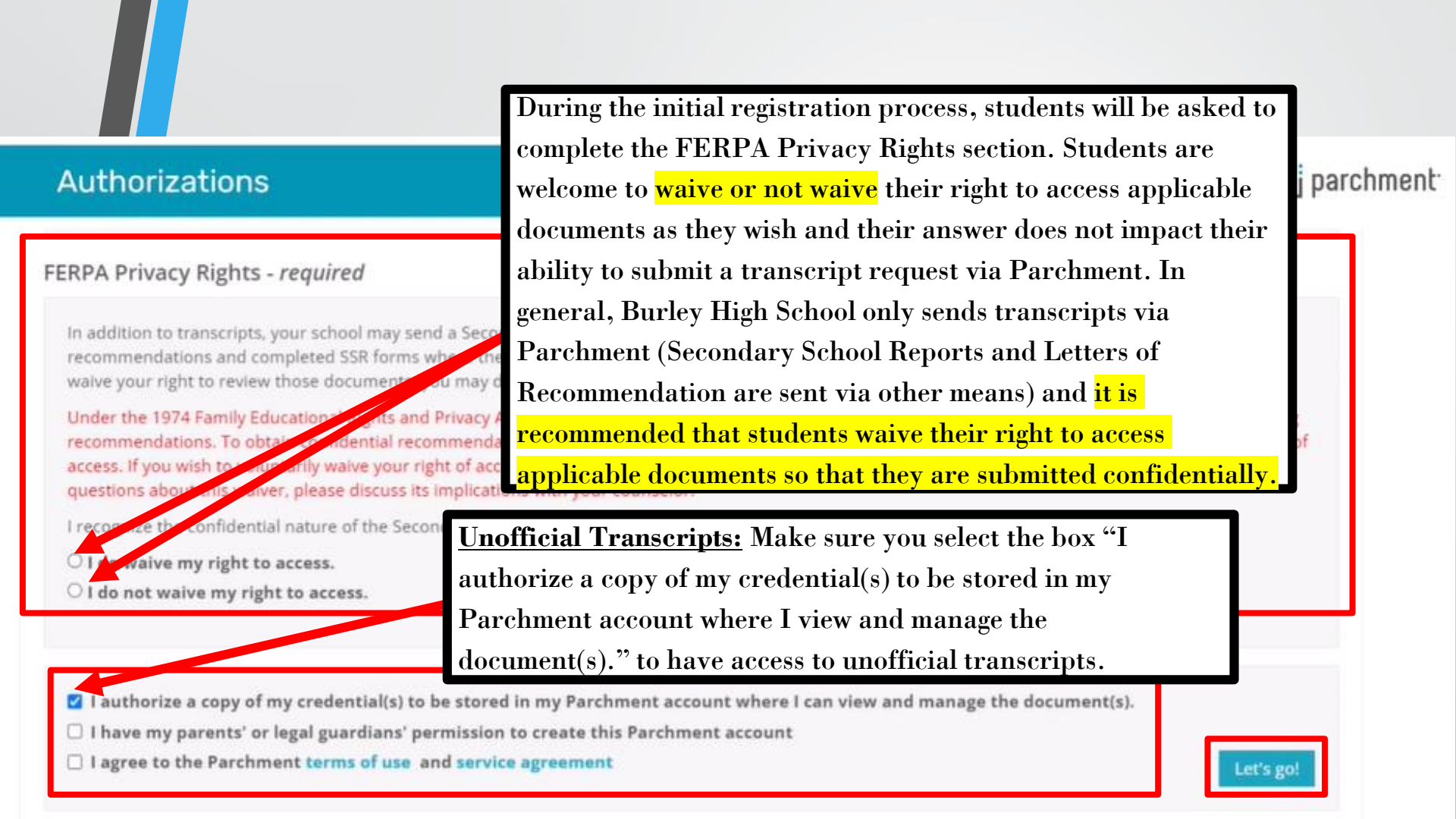
You will need to change your school email to a personal email. Then complete the rest of the information that has red boxes around it.



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 Horseshoe Community 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.**



During the initial registration process, students will be asked to complete the FERPA Privacy Rights section. Students are welcome to waive or not waive their right to access applicable documents as they wish and their answer does not impact their ability to submit a transcript request via Parchment. In general, Burley High School only sends transcripts via Parchment (Secondary School Reports and Letters of Recommendation are sent via other means) and it is recommended that students waive their right to access applicable documents so that they are submitted confidentially.

Unofficial Transcripts: Make sure you select the box "I authorize a copy of my credential(s) to be stored in my Parchment account where I view and manage the document(s)." to have access to unofficial transcripts.

Final Step

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Final Step!

Contact Information:

Country* United States

Address*

Address 2

City*

State or Province* Select State/Province

Postal Code*

Cell Phone Number (Optional) ( ) -

Academic Information:

Academic majors of interest

Unweighted GPA* GPA

Standardized Tests:

SAT SAT Test Year 2016 and after - new SAT score

Math Reading Writing

- or -

ACT ACT

Finish!

Items in red are required to complete account setup

Dashboard: Initial Login

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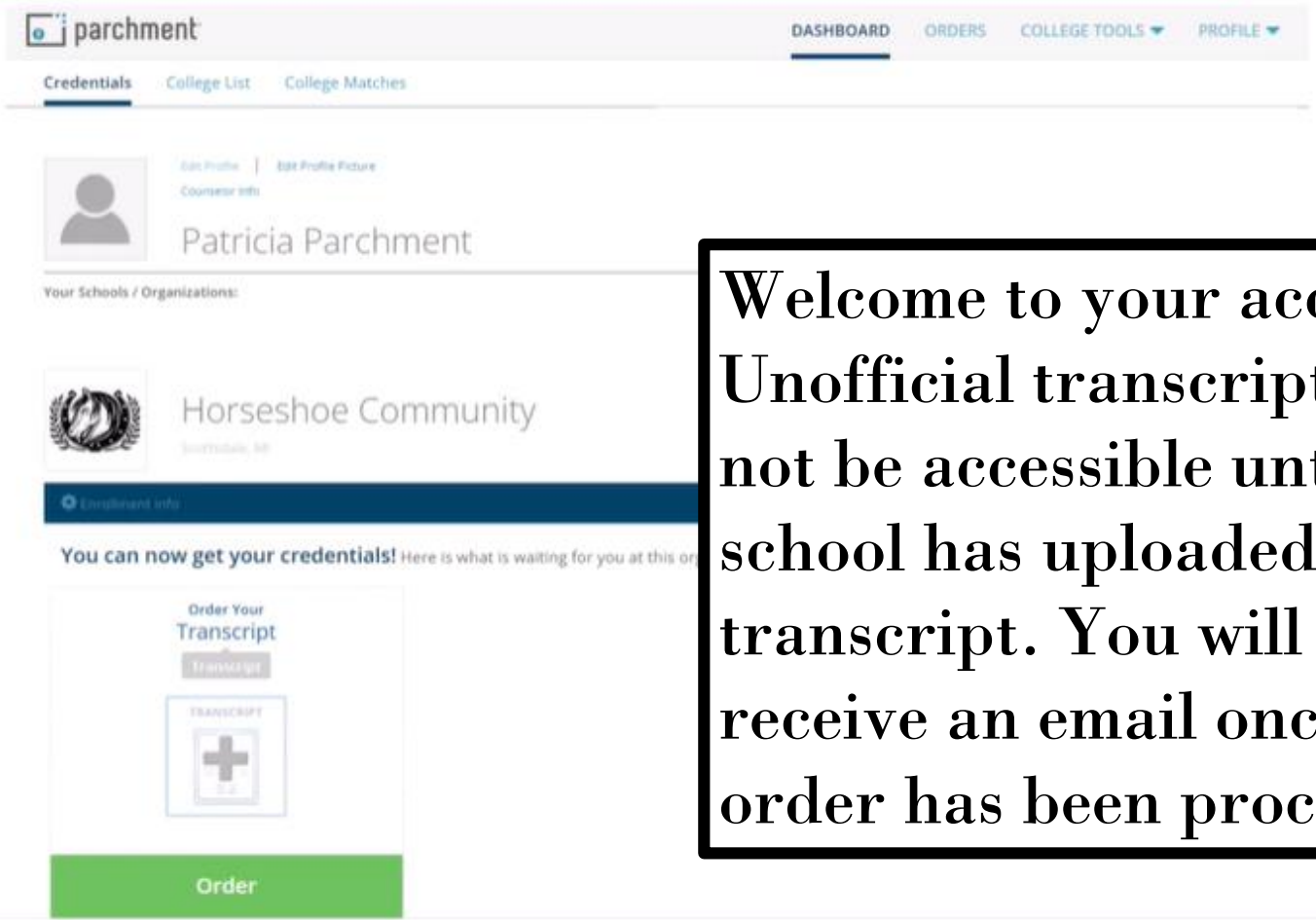

Welcome to your account. Unofficial transcripts will not be accessible until the school has uploaded your transcript. You will receive an email once your order has been processed.

Email: Unofficial Self-View Available

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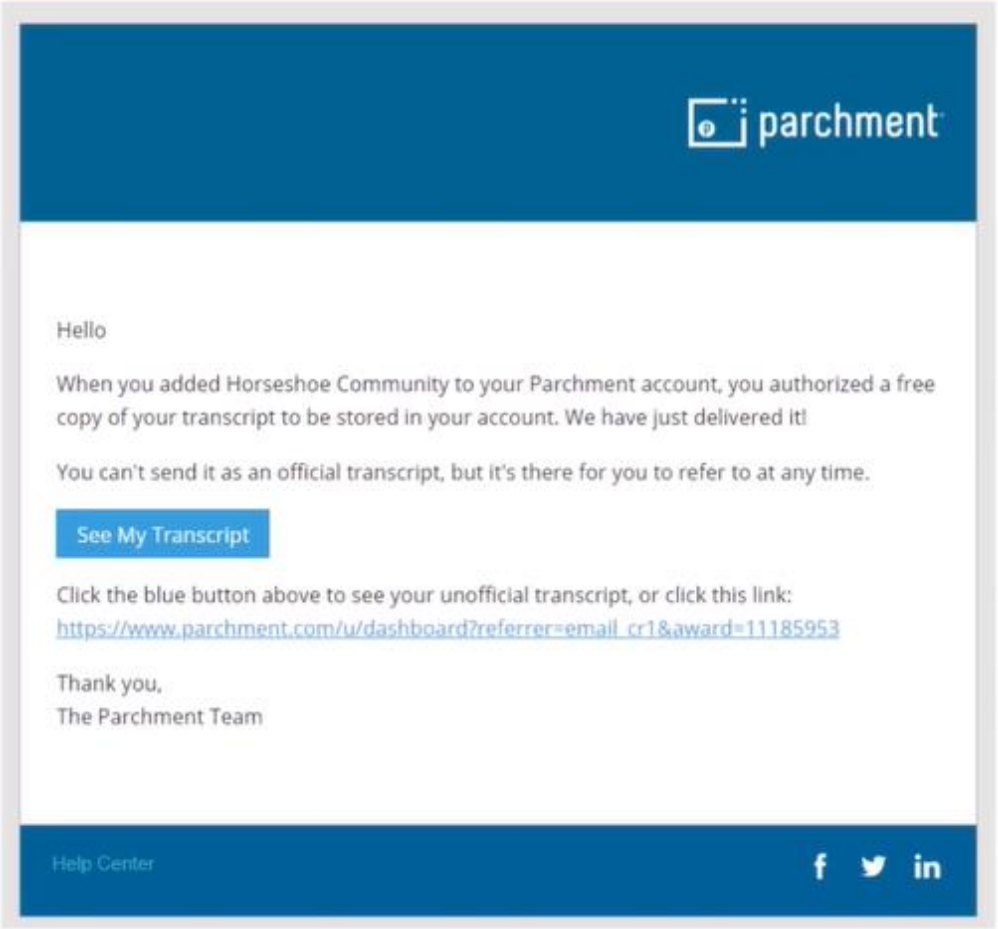

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Hello

When you added Horseshoe Community to your Parchment account, you authorized a free copy of your transcript to be stored in your account. We have just delivered it!

You can't send it as an official transcript, but it's there for you to refer to at any time.

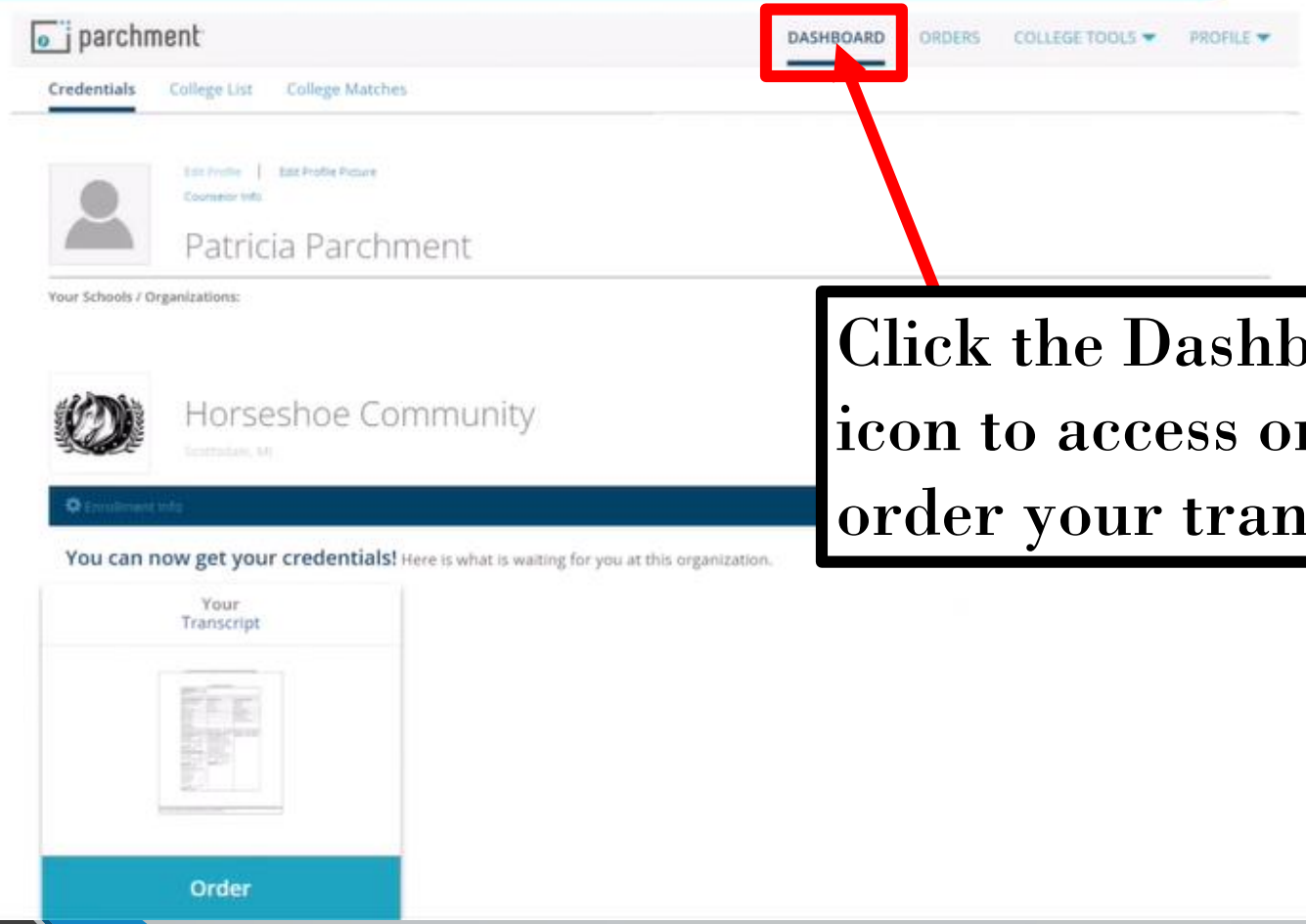
See My Transcript

Click the blue button above to see your unofficial transcript, or click this link:
https://www.parchment.com/u/dashboard?referrer=email_cr1&award=11185953

Thank you,
The Parchment Team

Help Center

Access Unofficial Transcript



Click the Dashboard icon to access or order your transcript.

Ordering an Official Transcript

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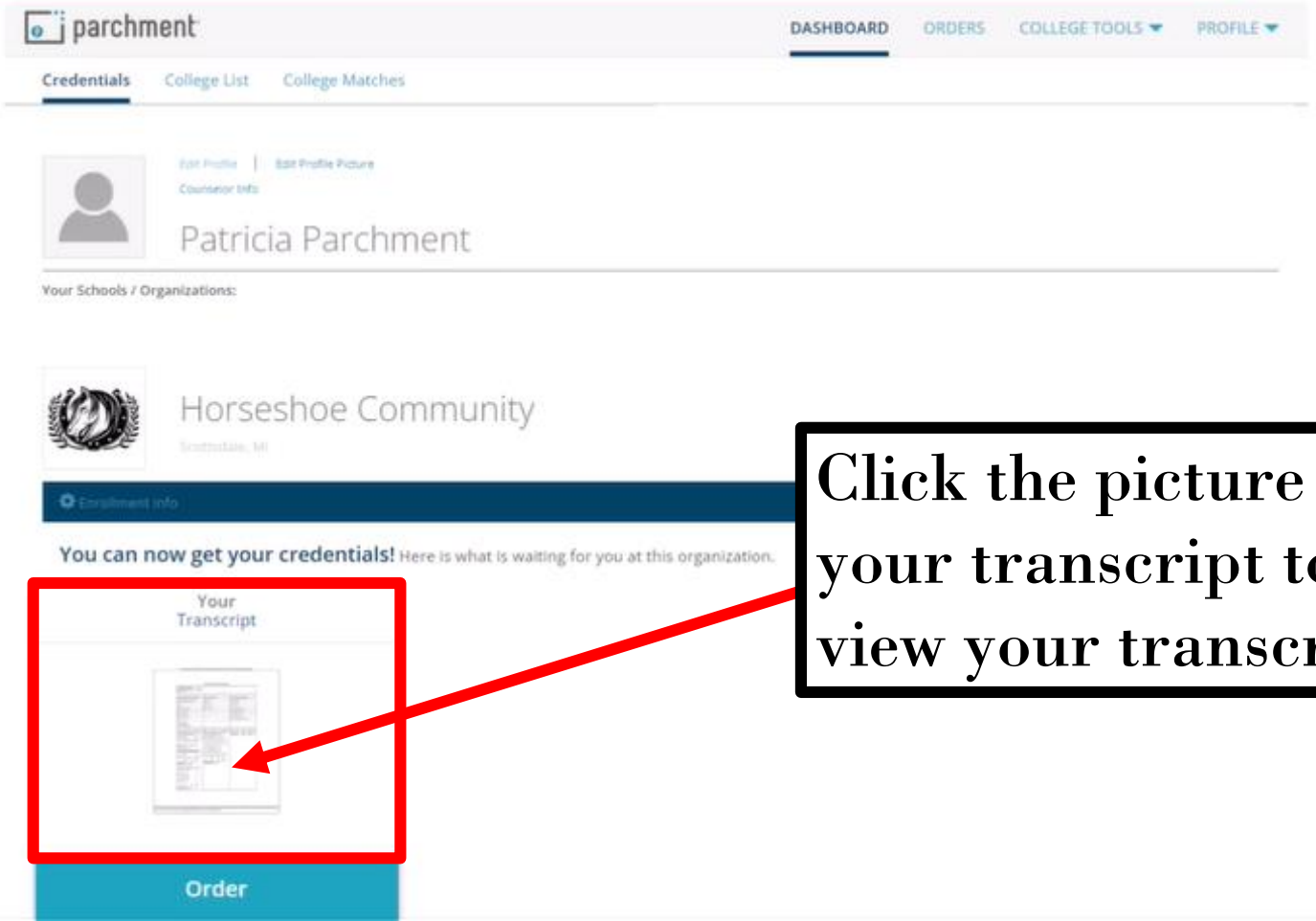
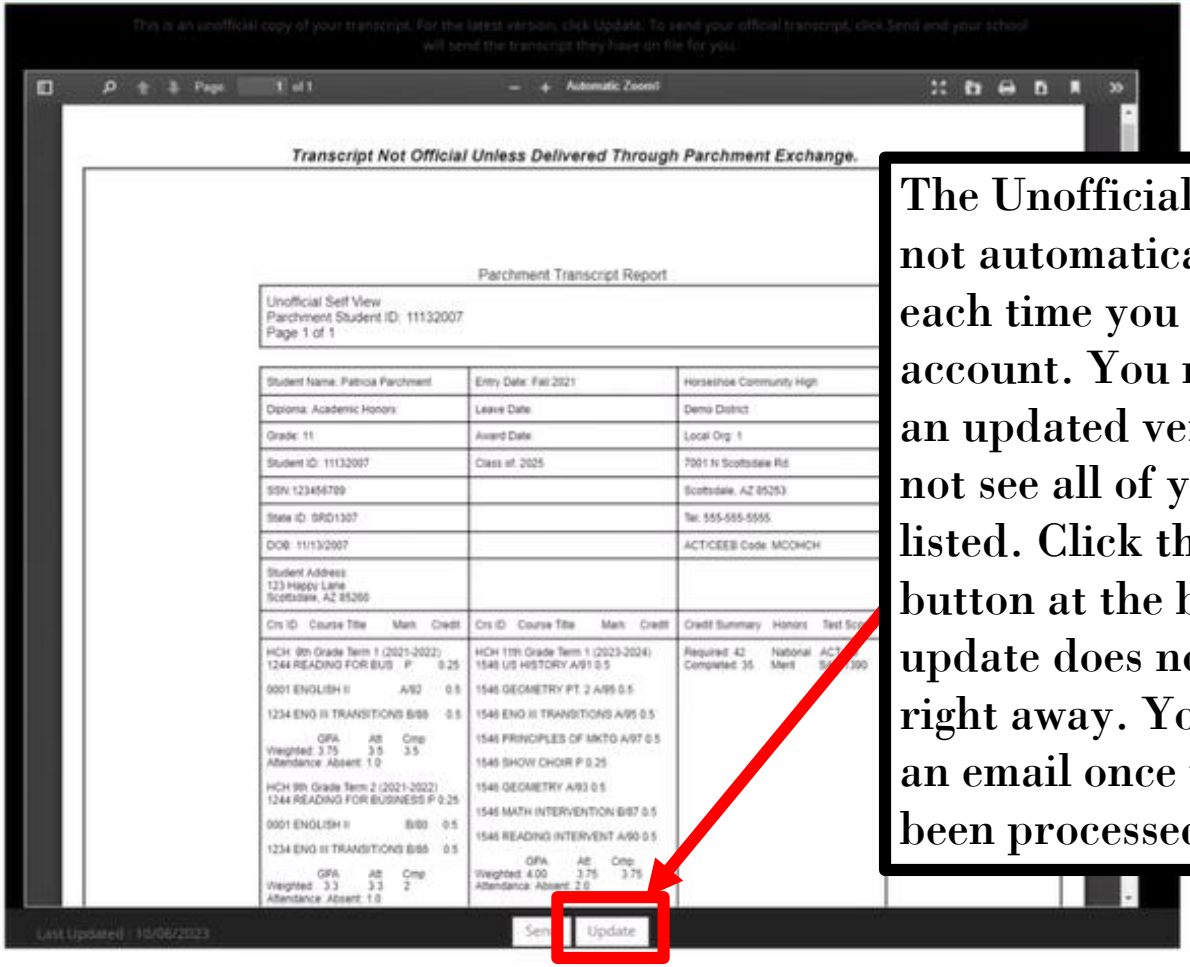


Click the picture of your transcript to view your transcript.

Viewing the Unofficial Transcript

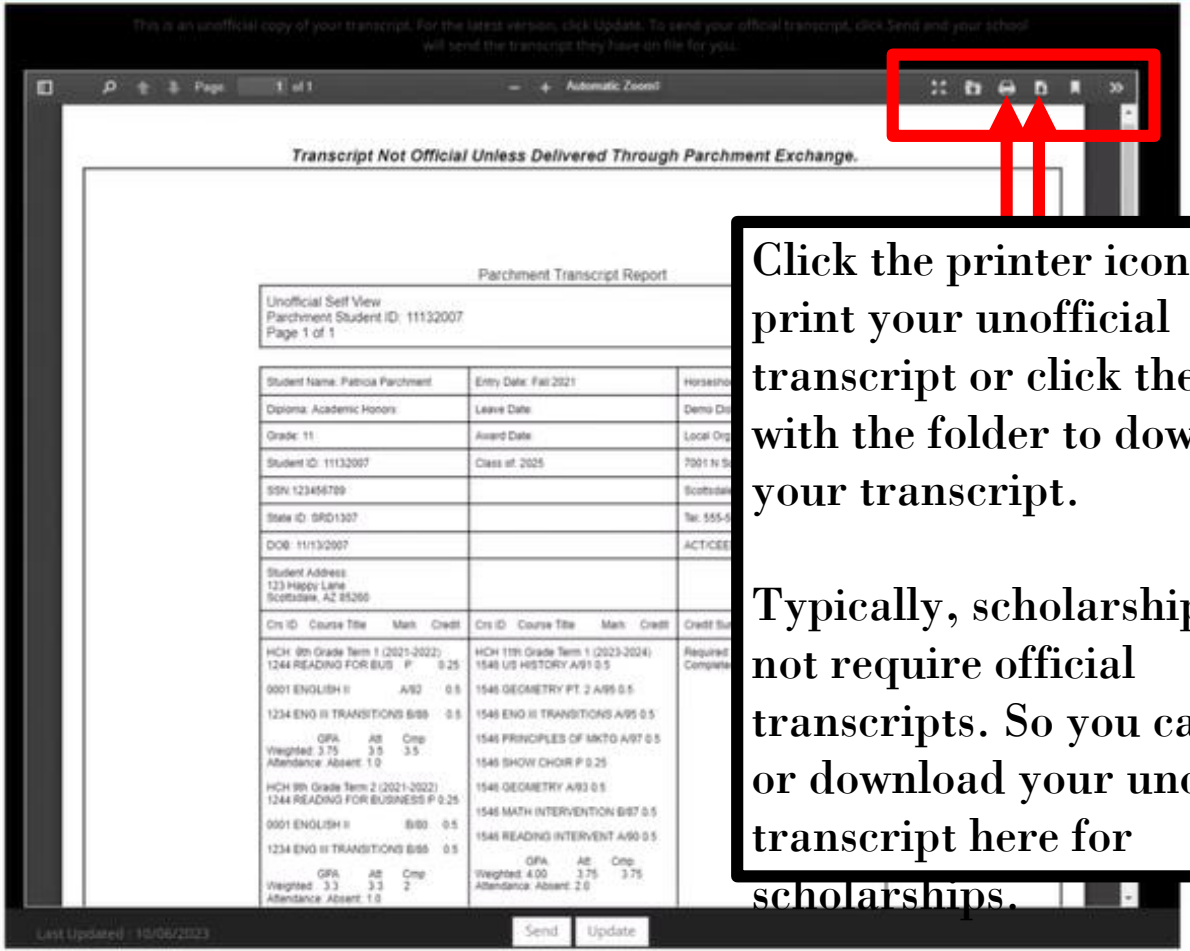
parchment



The Unofficial Self-View is not automatically updated each time you log in to your account. You must request an updated version if you do not see all of your grades listed. Click the update button at the bottom. The update does not happen right away. You will receive an email once your order has been processed.

Viewing the Unofficial Transcript

parchment

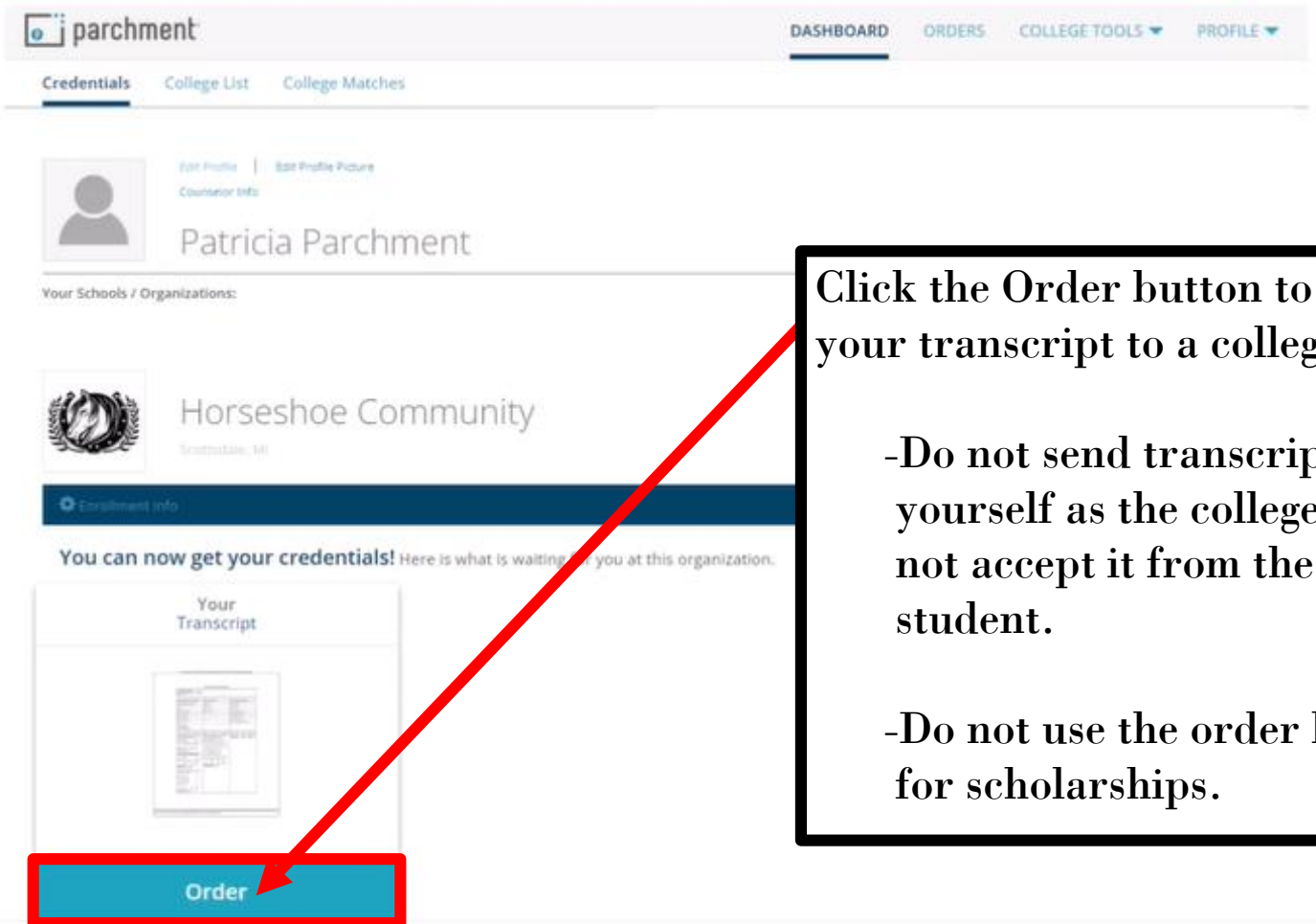


Click the printer icon to print your unofficial transcript or click the arrow with the folder to download your transcript.

Typically, scholarships do not require official transcripts. So you can print or download your unofficial transcript here for scholarships.

Ordering an Official Transcript

parchment

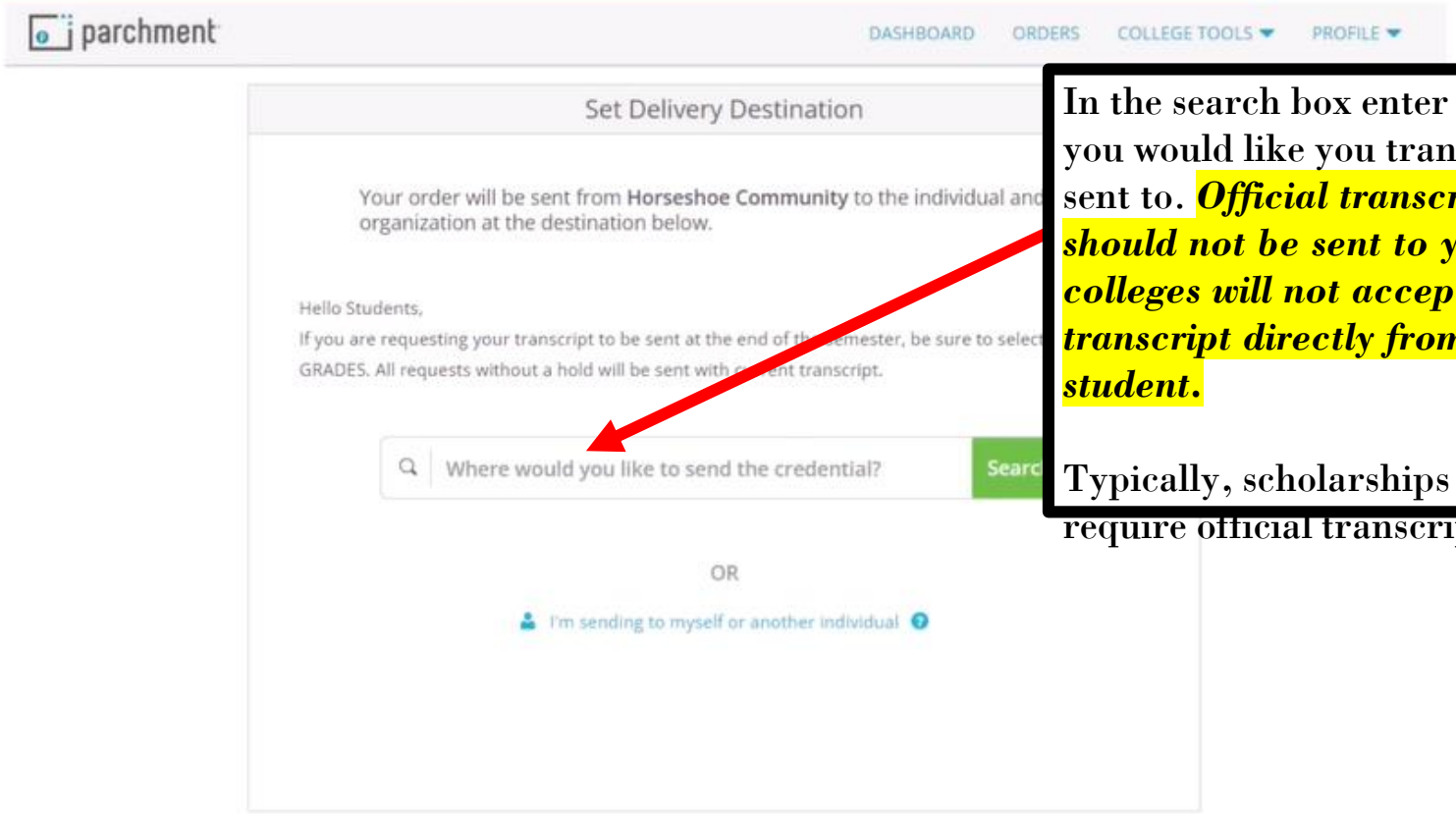


Click the Order button to send your transcript to a college.

-Do not send transcripts to yourself as the college will not accept it from the student.

-Do not use the order button for scholarships.

Ordering an Official Transcript



In the search box enter where you would like you transcript sent to. ***Official transcripts should not be sent to yourself, colleges will not accept a transcript directly from the student.***

Typically, scholarships do not require official transcripts.

Set Delivery Destination

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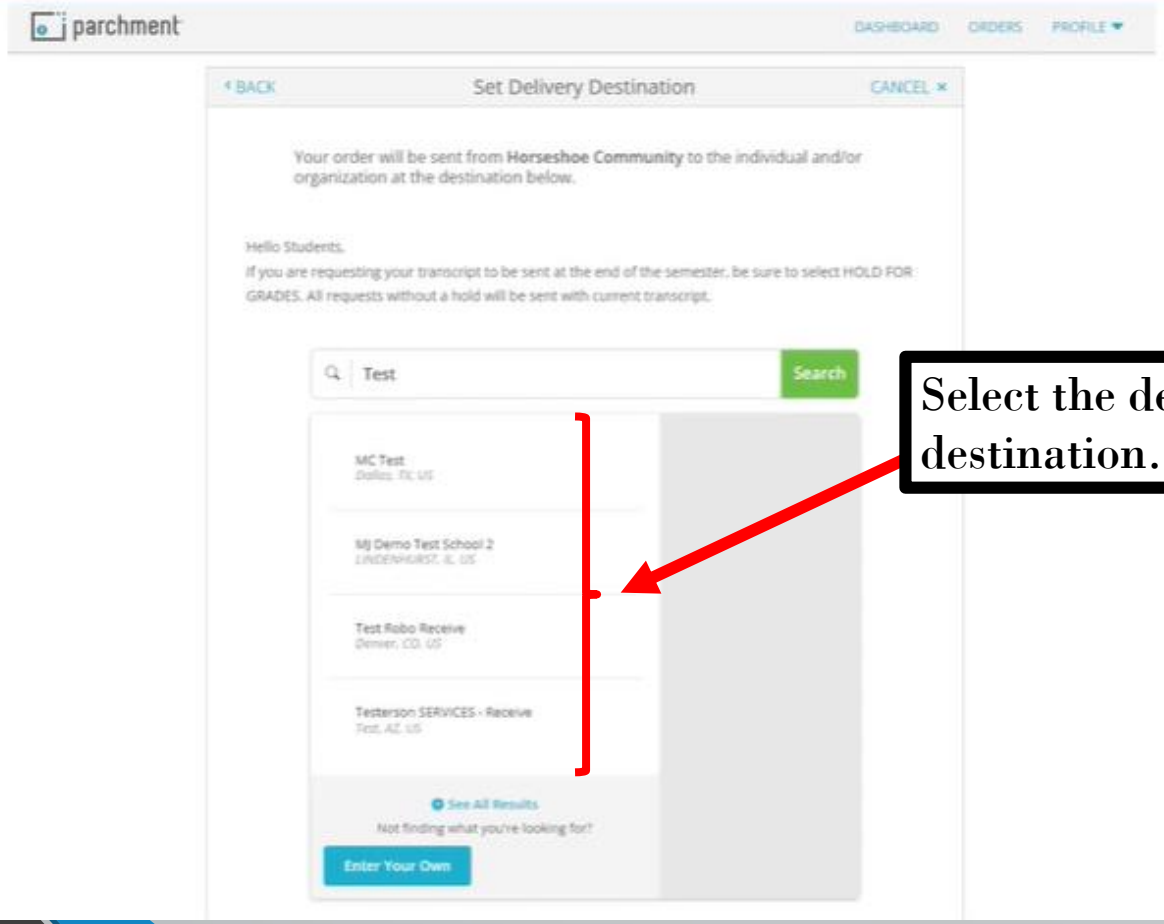

Select the desired destination.

Item Details

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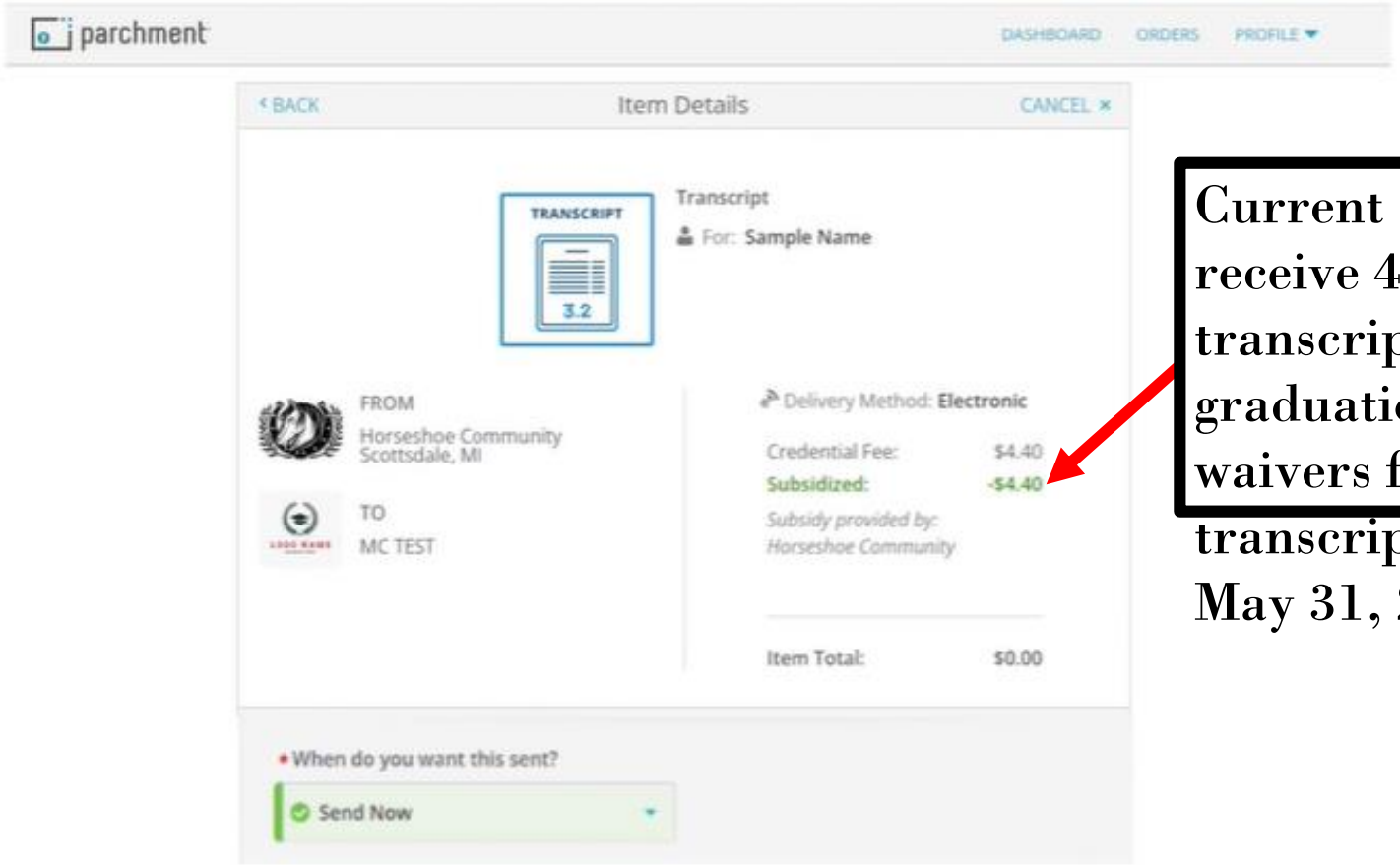
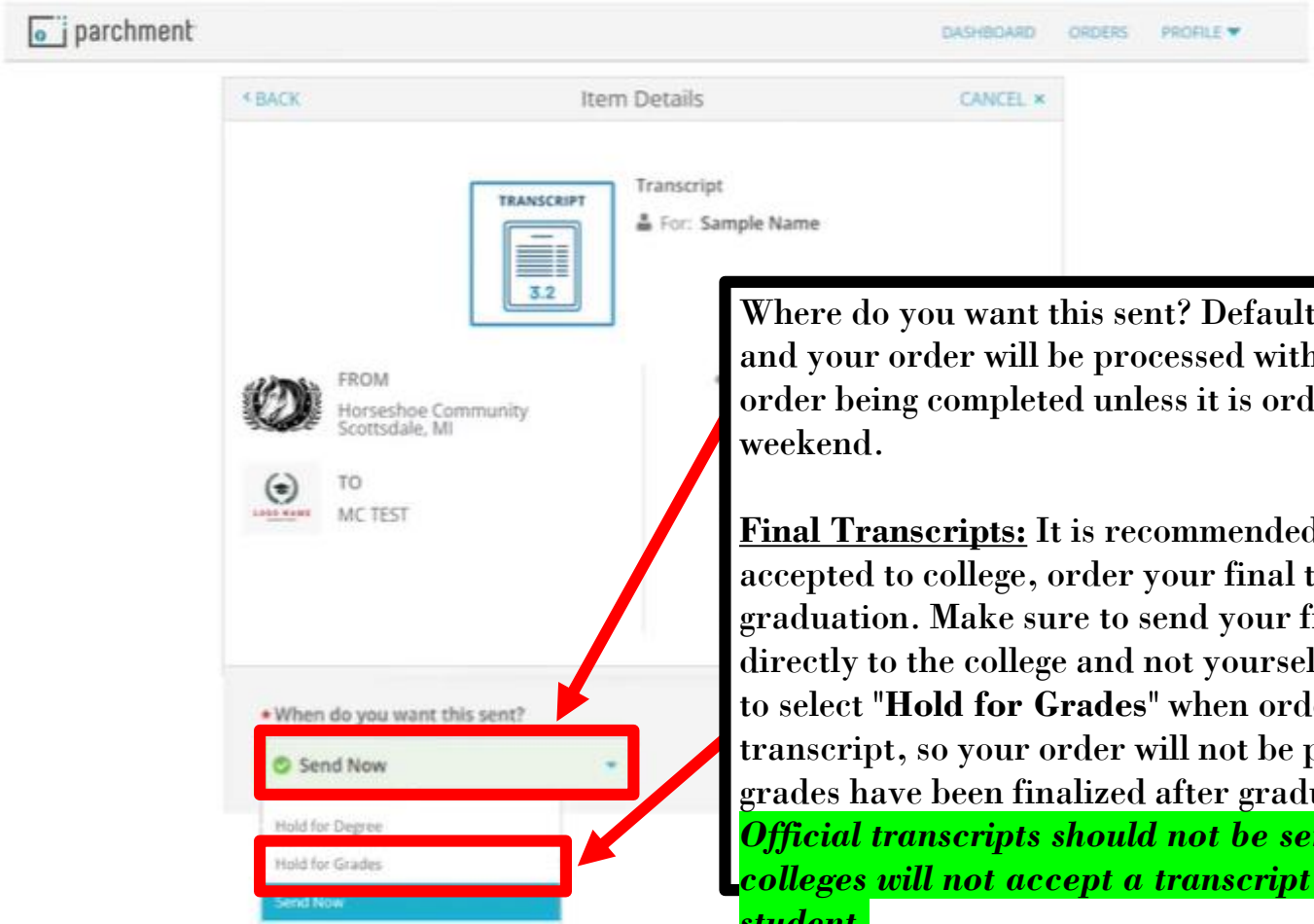


Current Seniors receive 4 free transcripts before graduation. Fee waivers for free transcripts will expire May 31, 2025.

Item Details

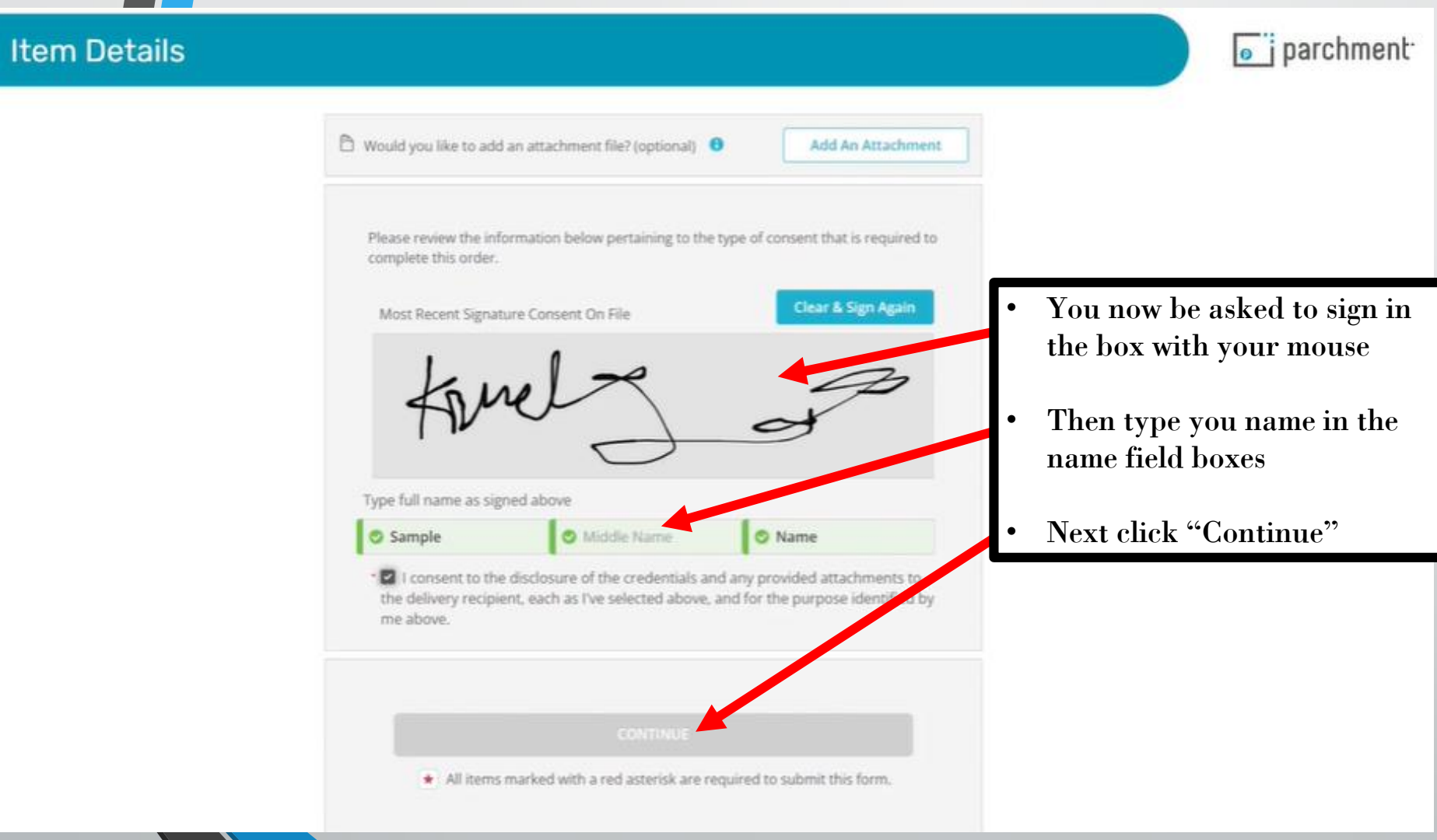
parchment



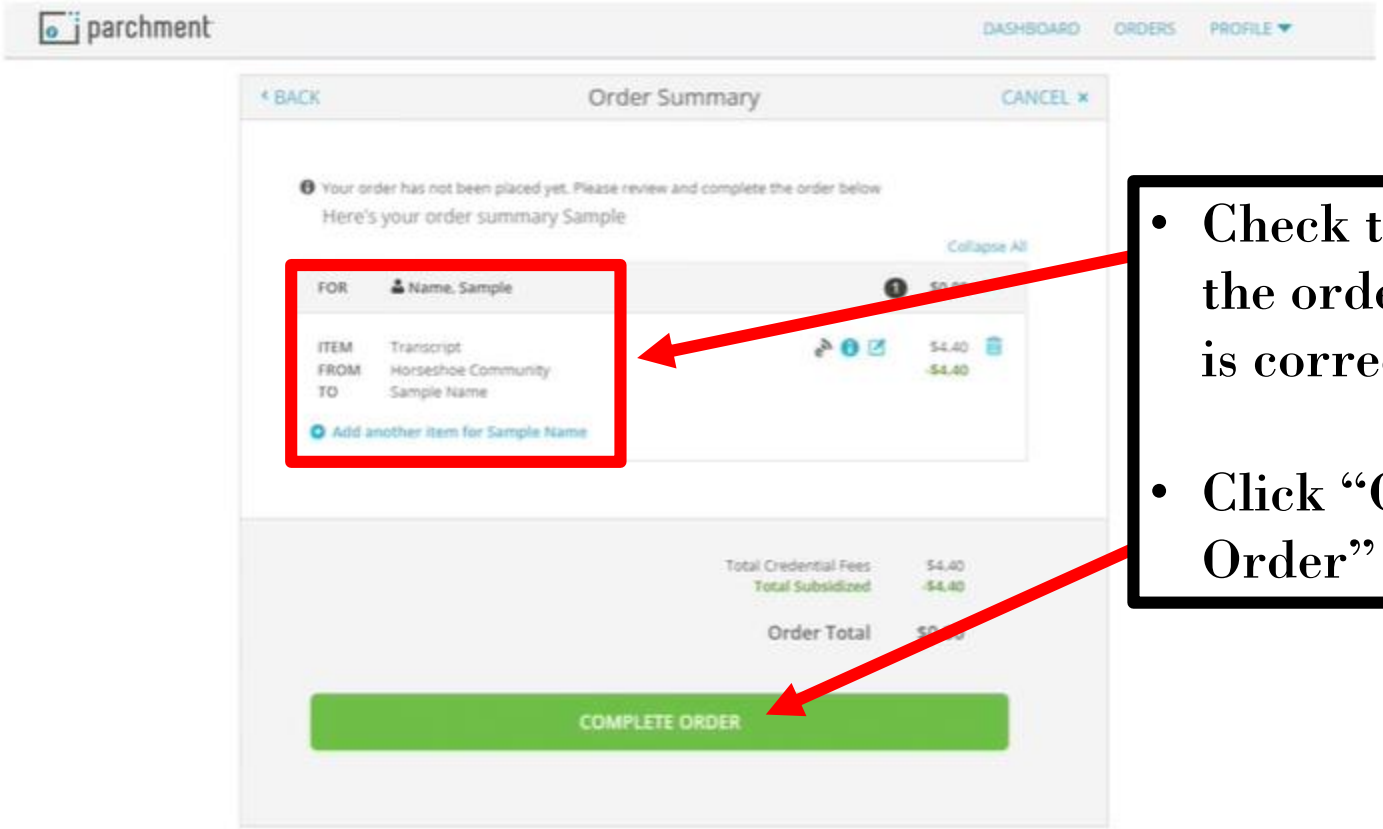
Where do you want this sent? Defaults to “Send Now” and your order will be processed within 24 hours of the order being completed unless it is ordered over a weekend.

Final Transcripts: It is recommended once you are accepted to college, order your final transcript before graduation. Make sure to send your final transcript directly to the college and not yourself. Also make sure to select "**Hold for Grades**" when ordering your final transcript, so your order will not be processed until grades have been finalized after graduation.

Official transcripts should not be sent to yourself, colleges will not accept a transcript directly from the student


Item Details
parchment
Would you like to add an attachment file? (optional)
Add An Attachment
Please review the information below pertaining to the type of consent that is required to complete this order.
Most Recent Signature Consent On File
Clear & Sign Again
Type full name as signed above
Sample
Middle Name
Name
I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.
CONTINUE
All items marked with a red asterisk are required to submit this form.
• You now be asked to sign in the box with your mouse
• Then type you name in the name field boxes
• Next click "Continue"

Order Summary



- Check to make sure the order destination is correct
- Click “Complete Order”