

Parchment

The Simple online way to **Register, Send, and Store Transcripts.**

Step 1: Log in or Register

1. Sign in at www.parchment.com
2. Click **“Sign Up Now”**
3. Fill in requested information (Do **NOT** use your HUHS school email)
4. Click **“Sign Up”**

Step 2: Add your school to your Profile

1. Click the + symbol in the middle of the page
2. Type in Hartford Union High School
3. Click **“Search”**, click **“Add”**, fill in/verify all information
4. Scroll to the bottom and click **“I Waive Rights . . .”**
5. Click **“Consent & Request”**
6. Click on the **“Order”** box

Step 3: Add Destinations

1. Select Destinations - colleges, NCAA, Common Applications, or yourself
2. Type in destination name, click **“Search”**, click **“Select”** by the destination of choice
3. Review Destination(s)
4. Either click **“Save & Continue”** or **“Add another destination”** if you intend to send several places a transcript

Step 4: Provide Consent

1. Complete the waiver form
2. Complete the Transcript Authorization form by e-Signing

Step 5: Payment

1. Provide debit/credit card payment

Step 6: Track order

1. The status of your request will be emailed and updated in your Parchment.com account