

# Parchment

The simple online way to **register, send, and store transcripts.**

## Step 1: Log in or register

1. Sign in at [www.parchment.com](http://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 (**NOTE:** your transcript will not appear immediately. It will be processed and sent within 3-5 business days)

## Step 3: Add destinations

1. If you want an unofficial self view of your transcript:
  - a. Select “Individual/Self”
  - b. Click “Save and Continue”
  - c. When screen shows with a charge, don’t take any further steps. Your request has gone through.
2. If you want your transcript to go to a specific destination (ex. college, NCAA, Common App):
  - a. Type the destination name, and click “Search”
  - b. Click “Select” by the destination of choice, and review destination(s)
  - c. Either click “Save and 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