Parchment

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

Step 1: Create an account

1. Go to www.parchment.com
2. Look in the upper right corner. Choose CREATE an account.
3. Choose Learners or Parents, and click "Create Account."
4. Fill in requested information. Do NOT use your HUHS email!
5. Follow the on-screen instructions to complete the process/verify your email.

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.)

IF YOU HAVE ALREADY CREATED YOUR ACCOUNT, LOG IN & CONTINUE FROM THIS POINT ON.

Step 3: Add destinations

1. If you want your transcript to go to a specific destination (e.g. 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. Choose Electronic or Print & Mailed
    d. Complete requested information & click Continue
    e. Sign; Click certification box and then Continue

2. If you want an unofficial copy of your transcript:
    a. Select "I'm sending to myself or another individual."
    b. Choose electronic or Print & Mailed
    c. Fill in requested information
    d. Complete requested information & click Continue
    e. Sign; Click certification box and then Continue
    f. When the screen shows with a charge, don't take any further steps. Your request has gone through. (Skip ahead to Tracking Order)

Step 4: Payment

1. Provide debit/credit card information for payment

Step 5: Track Order

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