

# Order your final transcript now

Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then place your order now. Your transcript won't be sent until your final grades are on it. Why wait?

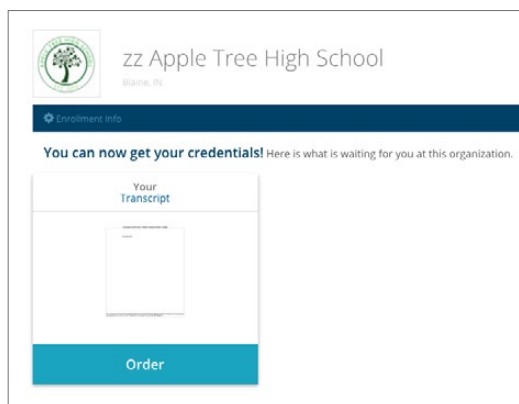
## TO ORDER YOUR FINAL TRANSCRIPT:

1. **Sign in** to your Parchment account.
  - If you forgot your password, no problem! Simply click the **Forgot Password** link to reset it.
  - If you don't have a Parchment account yet, **create an account** now.



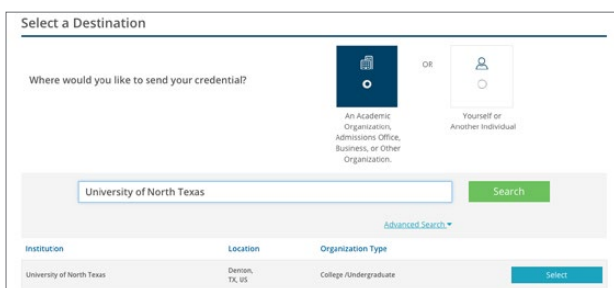
The screenshot shows a sign-in form with two input fields: "Email address or username" and "Password". Below the fields is a green button labeled "SIGN IN".

2. Click **Order**.



The screenshot shows the Parchment interface for "zz Apple Tree High School". It features a blue header with the school name and logo. Below the header, there is a section titled "You can now get your credentials!" with a sub-header "Here is what is waiting for you at this organization." A central box displays "Your Transcript" with a placeholder image of a transcript. At the bottom of this box is a blue button labeled "Order".

3. Search for the destination that you want to send your final transcript to. When you find it, click **Select**.



The screenshot shows the "Select a Destination" search interface. It includes a search bar with the text "University of North Texas" and a green "Search" button. Below the search bar is a table with columns for "Institution", "Location", and "Organization Type". The table contains one row with the following data:

Institution	Location	Organization Type
University of North Texas	Denton, TX, US	College/Undergraduate



At the bottom right of the table is a blue button labeled "Select".

4. Under **When do you want this sent?**, select **Hold for Grades**. This means the transcript won't be sent until this semester's grades are on it. Click **Save & Continue**. You'll click **Save & Continue** again after reviewing your order.

**Order Details**

Your order has NOT been placed yet.

Item(s) being ordered:

 <b>FROM</b> zz Apple Tree High School Blaine, IN	 <b>TO</b> Cristin Dee cdtest1@parchment.com	<a href="#">Delete this item</a>
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**Transcript**  
Delivery Method: Electronic

**When do you want this sent?**

- Send Now
- Hold for Grades
- Application Tracking Number (optional)

[+ Add Another Destination](#)

Credential Fee	\$0.00
Shipping / Handling	\$0.00
<b>Item Total</b>	<b>\$0.00</b>
Total Credential Fees	\$0.00
Total Shipping / Handling	\$0.00
<b>Order Total</b>	<b>\$0.00</b>


[Save & Continue](#)

5. Give consent and click **Save & Continue**. On the next screen, you'll enter payment information and you're done!

**Provide Consent**

I authorize Parchment to release my academic credentials from zz Apple Tree High School to the destinations I select.

Sign here with mouse or finger:

 [Clear Signature](#)

Type Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

[Save & Continue](#)

#### A FEW RESOURCES

- [Download the Parchment guide to ordering transcripts](#)
- [Watch the ordering video](#)
- [Watch the tracking video](#)