Order a Transcript/Enrollment Verification as a Former Student

Overview
With the University’s Transcript/Enrollment Verification Ordering service, students with active University Computing Accounts and former students can securely request and pay for services including official PDF eTranscripts. This document describes how former students can login to a secure account, then order and pay for eTranscripts. To order these documents you must first have created an account using the Create a Transcript/Enrollment Verification Ordering Service Account help sheet.

Notes:
- You can also use this process to order and pay for paper transcripts as well as paper or electronic enrollment verifications.
- You can attach personalized documents (including a cover letter, resume, or other documents) to your order before sending it to third parties such as prospective employers.

Log In
Note: If you are a former student and just created an ordering account, you may skip the Log In instructions and move to the next section.

1. Go to http://www.registrar.pitt.edu/transcripts.html, read the information on this Web page, then under the I’m a Former Student/Graduated Before 2015 Spring column, click the Order Transcript or Order Enrollment Verification button.
2. This will navigate you to the University of Pittsburgh’s Parchment landing page. On this page you can sign in by clicking the **log in or create new account** link or you can click on **Sign In** in the top right hand corner of the page.

3. You are then directed to the Login or Register page. Since you have already created an account, you will be using the **Returning Users** section of the page. From here, enter the email address you have used to create the account as well as the password, then click **Sign In**.

   **Note:** If you have forgotten your password, click the **Forgot your password** link and follow the step-by-step instructions.

5. You will be logged in to the service.
Place an Order

To place an order for a transcript:

1. Click **Order Now!**

   Request that your official transcript be delivered to any valid email address via secure, certified PDF. Orders can now be made online, without standing in a line... It's fast, very user-friendly, and secure!

   Through this service, students can also order:
   - Enrollment verifications to be delivered to any valid email address via secure, certified PDF
   - Paper transcripts or paper enrollment verifications sent via first-class mail or rush delivery (additional fees apply for rush delivery)
   - Click here for a full list of documents that may be ordered

2. Click the link of the item you wish to order.

   **Note:** You can choose from four different options.

   **University Documents**

   Please select the document type that is appropriate for you and your intended recipient:

   - **eTranscript**
     
     Order a secure, certified PDF of your transcript. The certified PDF of your transcript contains a digital signature and other security features; therefore, it must be opened with Adobe Reader...

     $5.00

   - **Paper Transcript - Mailed**
     
     Order a paper copy of your official transcript. Orders are generally processed within 1-3 business days (up to 3-5 days for high volume periods). You may choose one of the following delivery options...

     $6.00

   - **Enrollment Verification - Electronic**
     
     To maintain the academic integrity of the enrollment verification as well as the student, if this enrollment verification is printed, it will read VOID-VOID-VOID as a background image. Orders are...

     $3.50

   - **Enrollment Verification - Mailed**
     
     **Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification.** Order a paper copy of your enrollment verification. Orders are generally...

     $3.50
3. Provide all of the Order Details, then either choose **Add Another Item** or **Continue**. Be sure to fill out the **Required** fields. You may also upload any attachments you feel necessary.

4. You will now be taken to your Shopping Cart. Here you can **Update Shopping Cart**, **Continue**, or **Checkout**. You may also **Remove** the item as well.
5. Next, you will be asked to provide your consent, if you have ordered before, you will be notified that your consent is already on record so just click Next. If you have never given consent, read over the Family Educational Rights & Privacy Act of 1974 (FERPA) message, then click the I ACCEPT checkbox and then Next.

![Consent form to release academic records](image.png)

6. Provide your payment method as well as the appropriate billing address then click Next.

7. Finally, review your order and if everything is correct, click Confirm.
8. You will receive an onscreen confirmation for your order and an email receipt. To place another order, start the same process over. If you are finished ordering, click Log Off.

Test Student,

Thank you for ordering your document through the University of Pittsburgh document ordering service!

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<th>$5.00</th>
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Get Help

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology related questions. Questions can also be submitted via the Web at technology.pitt.edu