Creating a Transcript/Enrollment Verification Parchment Account as a Former Student,
College in High School/Outlier Student

Overview

With the University’s Transcript/Enrollment Verification Ordering Service Outlier students can securely request and pay for services including official PDF e-Transcripts. This document describes how Outlier students create an account to securely order these documents online.

Note for Former Students: If you have an active University Computing Account, you can access this service through the Academic Resources community on My Pitt (my.pitt.edu) as well as through the University Registrar Office website using the “Current Student/Graduated in spring of 2015 - present section”. You do not need to create a Transcript/Enrollment Verification Ordering Service Account. Refer to How to ‘Order a Transcript/Enrollment Verification as a Current Student’ for instructions. If you graduated before Spring 2015, please continue with this document.

Note for College in High School Students: If you have just completed your classes for the current school year, your school has until the end of June to send your grades to be posted on your transcript. If you are placing an order before that date please select “Hold for Grades” on processing time. The order will be processed as soon as your grades are posted.

Create an Account

To create a Transcript/Enrollment Verification Parchment Account:

1. Go to https://www.registrar.pitt.edu/students/transcriptsverifications, read the information on this Web page, then under the “I am a former student/graduated before spring 2015, College in High School, or Outlier student” header, click the Order Transcript or Order Enrollment Verification button.

Order Online

I am a former student / graduated before spring 2015, College in High School, or Outlier student:

- ORDER TRANSCRIPT
- ORDER ENROLLMENT VERIFICATION

I am a current student / graduated in spring 2015 - present:

- ORDER TRANSCRIPT
- ORDER ENROLLMENT VERIFICATION
2. This will navigate you to the University of Pittsburgh’s Parchment Ordering Service landing page. From here, read the information on this page and click **Create Account**.

3. An online registration form with several sections are displayed. Follow all onscreen instructions and fill out each detail section of the form.

   **NOTE:** If you have already created an account, please login.

   **Information**

   To assist us in retrieving your record and processing your order, please provide us with as much information as possible. We will only prompt you to complete this form in the first account creation session. You can edit any account information in the future sessions by clicking the "My Account" link on the upper left toolbar. The information collected here will allow you to track your order(s) and assist us in processing any payments. Your account information will not be shared with any outside organizations, and will be secured following the most comprehensive electronic information storage procedures available.

   **Address Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td>Please select ...</td>
</tr>
<tr>
<td>Post/Zip Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

   * (Military Addresses: enter APO, DPO, or FPO)
   * (eg. 555-555-5555)
Additionally, complete the *Required fields in “Authentication Details” using the following tips:

- **Degree Received or Degree Sought field:**
  - If a College in High School student, enter CHS
  - If an Outlier student, enter Outlier
  - If a Former student, enter the degree you received/sought

- **Campus Attended:**
  - If a College in High School or Outlier student, please put PIT for main campus.
  - If a Former student, enter the campus you attended

- Please leave the Student ID field blank if you do not know your number. This field is not required.

4. Then enter the email address and password you wish to associate with this account:
5. You will see an **Order Now!** Screen when you have successfully registered. You will also receive an email confirmation of your registration.

6. To place an order after account creation, click the “Order Now!” link on the landing page.

7. For instructions on how to create and complete an order, please refer to the help guide: [How to "Order a Transcript/Enrollment Verification as a Former Student/College in High School/Outlier Student"](#)

---

**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