

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

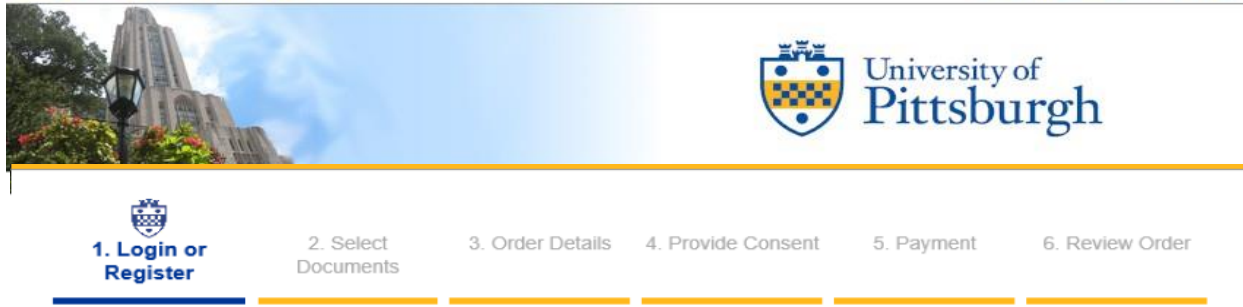
I am a current student / graduated in spring 2015 - present:

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**.

Home | Support | Contact Us Shopping Cart: \$0 | Sign In



1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

New User

To request a transcript or enrollment verification, you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts or enrollment verifications online and track the status of your orders.

[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.

Please be sure to enter data pm all of the ***Required Information** fields.

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.

*** Required Information**

Address Details

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	*(Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Please select ..."/>	*
Post/Zip Code:	<input type="text"/>	*
Country:	<input type="text" value="United States"/>	*
Telephone:	<input type="text"/>	*(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.

Authentication Details

Date of Birth:	--	▼	--	▼	,	----	▼	*
Year Graduated or Year Last Attended:	----	▼	*					
Degree Received or Degree Sought: <input type="text"/> *								
Name While Attending:								
Title:	<input type="text"/>							
First Name:	<input type="text"/> *							
Middle Name:	<input type="text"/>							
Last Name:	<input type="text"/> *							
Suffix:	<input type="text"/> ▼							
Dates Attended:	----	▼	to	----	▼	*		
Last 4 SSN:	<input type="text"/> (eg. 1234)							
Student ID:	<input type="text"/> (PeopleSoft Student ID)							
Campus Attended: <input type="text"/> * (PIT, UPB, UPG, UPJ, UPT)								

4. Then enter the email address and password you wish to associate with this account:

Login Details

Email Address:	<input type="text"/> *
Confirm Email:	<input type="text"/> *
Password:	<input type="text"/> *
Confirm Password:	<input type="text"/> *

For security, your password must be at least **10** characters in length and contain all of the following:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A punctuation character


Document Tracker™ Preferences

eMail Notification?	<input type="radio"/> NO	<input checked="" type="radio"/> YES
SMS Text Message Notification?	<input checked="" type="radio"/> NO	<input type="radio"/> YES

NOTE: Standard text messaging fees from your phone carrier may apply.

Submit

5. You will see an **Order Now!** Screen when you have successfully registered. You will also receive an email confirmation of your registration.



1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

University of Pittsburgh Transcript / Enrollment Verification Ordering Service
Hello Carol!

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!

[Order Now!](#)

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](#)

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