Order a Transcript/Enrollment Verification as a Former Student/College in High School/Outlier Student

Overview

With the University's Transcript/Enrollment Verification Ordering service former students, College in High School, and Outlier students can securely request transcripts/enrollment verifications. *This document* describes how to login, create an order, and pay for transcripts/enrollment verifications. If you do not yet have an account, please create one. You can refer to this instruction guide for help: How to "Create a Transcript/Enrollment Verification Parchment Account as a College in High School/Outlier Student"

Log In

Note: If you are a former student, College in High School/Outlier student <u>and</u> just created your account, you may click h**ere** to skip to the next section of this document.

If you've created an account and are returning to place an order:

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 **Sign In.**
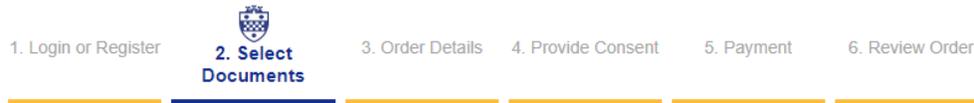

Note: If you have any holds that prevent you from purchasing a transcript, you will see an onscreen message containing information about the hold and how it can be removed. You will be unable to proceed with any order until these hold(s) are cleared.

Place an Order

After logging in or creating your account:

1. Click the link of the item you wish to order (Transcript or Enrollment Verification).

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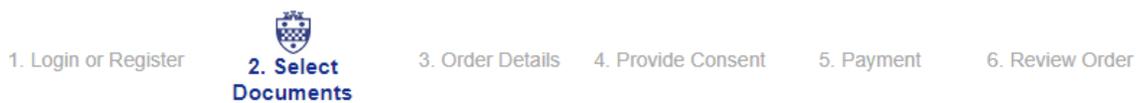
Select Document

Transcript
Order a secure, certified PDF of your Loma Linda University transcript.

Enrollment Verification
Order an official copy of your enrollment verification to be sent to a destination of your choice.

2. You will then be asked where to send the document:

Note: You have the option of searching to see if your recipient is an In-Network Receiver. Many Institutions have provided us with their preferred method of delivery and their address. If you do not see your recipient listed in the search field, or wish to send this information elsewhere, you can select **Send to Yourself, Another Individual, or Third Party** and manually enter destination information.

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

Where would you like your document(s) sent?

Use the 'Search' field below to send documents to an educational institution. Some have set a preferred delivery method and address. You may also send your academic records to a Centralized Application Service (CAS) or professional organization (e.g., Law School Admissions Council). See Centralized Application Services Destinations for more details on recipients.

To send documents to yourself, another individual, or an unlisted third party, click the blue link below the search field.

| Institution Name, Acronym, Location, or Email | 🔍 SEARCH |

Or Send to Yourself, Another Individual, or Third Party

2A. If sending to an In-Network Receiver, after entering the *Required, you can either click **Continue** or **Add Another Item** at the bottom of order options page. You may also upload any attachments you feel necessary.

2B. If sending to "Yourself, Another Individual, or Third Party", select the blue link under the search field and then choose whether you want an eTranscript or Paper Transcript – Mailed. Enter the *Required fields and click **Continue** or **Add Another Item** at the bottom of order options page.

3. You will now be taken to your Shopping Cart. Here you can **Update Shopping Cart, Continue Shopping, or Checkout.** You may also **Remove** items as well.

4. 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, click the **"I ACCEPT"** checkbox and then **Next.**

Consent form to release academic records

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974
(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents) without explicit consent. It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Educations website for further information regarding FERPA

☐ I ACCEPT

Next

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

Payment Method

We accept: VISA MasterCard DISCOVER

Card Owner's Name:

Test Card Number:

Expiration Date: January ▼   2019 ▼

CVV Number (More Info)

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

Change Billing Address

Back   Next

6. Finally, review your order. If everything is correct, click **Confirm.**

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	$5.00	$5.00

    Delivery Mode - Electronic

    Processing Time - Now

    Recipient Name - Test

    Email Address -

    Document Date - 06/23/2016 13:09:54

	Sub-Total:	$5.00
	Total:	$5.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back]   [Confirm]

7. 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.**

Date Ordered: Thursday 23 June, 2016
Confirmation for Order No: XXXXX

Test Student,

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

Document #: XXXX   1 x eTranscript ($5.00 each) $5.00
                      Delivery Mode - Electronic
                      Processing Time - Now
                      Recipient Name - Test
                      Email Address - test@pitt.edu
                      Document Date - 06/23/2016 6:54:08

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**