



Welcome to Parchment, MHS Class of 2018!

Below are step-by-step instructions to assist you with setting up your Parchment account, and ordering transcripts to be sent to the schools and organizations to which you are applying.

Our hope is that this process is easier and more efficient for you during your Senior year.

Registering for an account using the code you received from your Homeroom teacher Handout - This will have the information you need to create your Parchment account.

Go to - Parchment.com/register

- Enter the code from the handout.
- On the Registration Page, some of your information may already be filled in. Be sure that the name Parchment has for you in their system is the same that appears on all official High School documents.
- Be sure your date of birth is correct.
- CREATE a Password
 - Write down your Username and Password for Parchment. You will use this frequently!
- Complete any fields that have not yet been filled in. (e.g. grade level, year entering college, etc.)

Provide consent:

- Indicate that you have spoken to your parent/guardian regarding this account and that you have permission to create it and request transcripts through it.
- Agree to the Parchment terms and conditions.

Once you've finished registering you will see your "Dashboard".

From your Dashboard

You should see [Morgantown High School](#) under "Your Schools/Organizations".

Your Dashboard is the first place that will appear everytime you log-in to Parchment.

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To request/order transcripts

- Click “Order”
- Tell Parchment where you want your official transcript sent.
 - If it is an academic institution, Common App, NCAA, or a business:
Click the circle in the box labeled “An Academic Organization, Admissions Office, Business, or Other Organization”.
- In the search bar, type the name of the college/university you want to send your transcripts to, and click Search.

Important:

Note differences between Graduate and Undergraduate for “College type” next to some schools.

Seniors will select the UNDERGRADUATE option.

If you are using the Common Application to apply to multiple schools that are affiliated with Common App, and want your transcripts sent to Common App, you will simply type, search, and select “Common App”.

The next page you see will be the **Order Details** page.

- Verify that the information is correct on this page.
- Click the “Add Destination button” if you would like to add another school to your order.

If your order details appear correct, click Save & Continue.

Review your order once more.

Click Save & Continue.

- Provide consent for MHS to send your transcript, if necessary.

On the **Payment** page - you will NOT have to pay for MHS to send transcripts.

Your balance should be \$0.00.

Click Checkout.

Your transcript has now been requested!

IMPORTANT:

Transcript requests will be reviewed and processed on Mondays and Fridays throughout the remainder of the 2017-18 school year.

Transcripts WILL NOT be processed during holidays or Thanksgiving, Christmas, and Spring break, or on Mondays or Fridays when school is not in session, due to inclement weather.

PLEASE PLAN ACCORDINGLY.

If at any point throughout this process you have questions, please come to the Counseling Office to see Ms. Smith. (absmith@k12.wv.us, 304-291-9264)