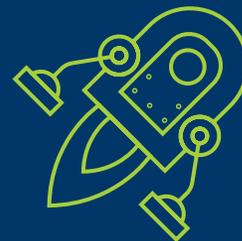
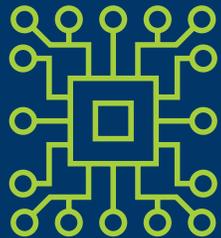
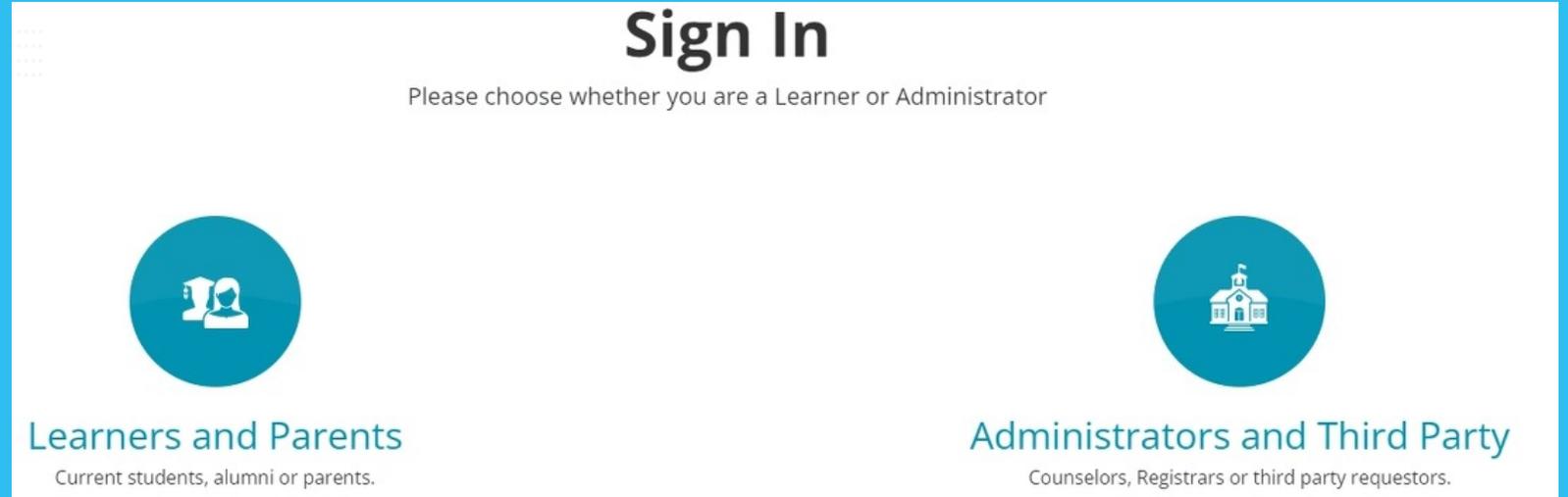


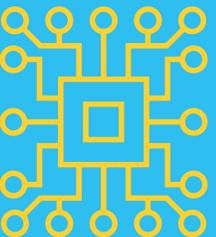
ORDERING STUDENT TRANSCRIPTS FOR DUAL CREDIT



Parchment



1. Go to Parchment.
2. Click on “Learners and Parents.”



Login or Register for Parchment

1. Login to Parchment if you have already created an account.
2. If you haven't created an account yet, you'll need to select "Sign Up" and follow the instructions on the next slide.

Sign In

Email address or username

Password

SIGN IN

[Forgot your password?](#)

Don't have an account? [Sign up](#)



Register for Parchment

1. Create an account by entering your information as outlined in this image.
2. If you have already registered for parchment, move on to slide 5 to add Oregon Institute of Technology from the parchment dashboard.

First Name Middle Name (Optional) Last Name

I am a parent / legal guardian

Date of Birth

Month Day Year

Highest level of education

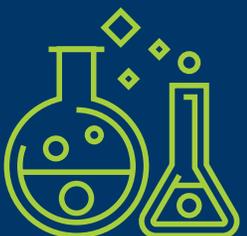
None selected

Email

Password

- 10 Character minimum
- At least one upper-case, lower-case, and number

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).



Verify your email address

1. Check the email address you provided for a message from Parchment.
2. Follow instructions to verify your email.

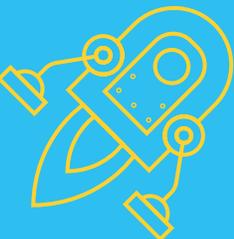
Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

Verify your email address

OR enter your
verification code:
cINrfl

Welcome to Parchment! We are really happy to have you here.

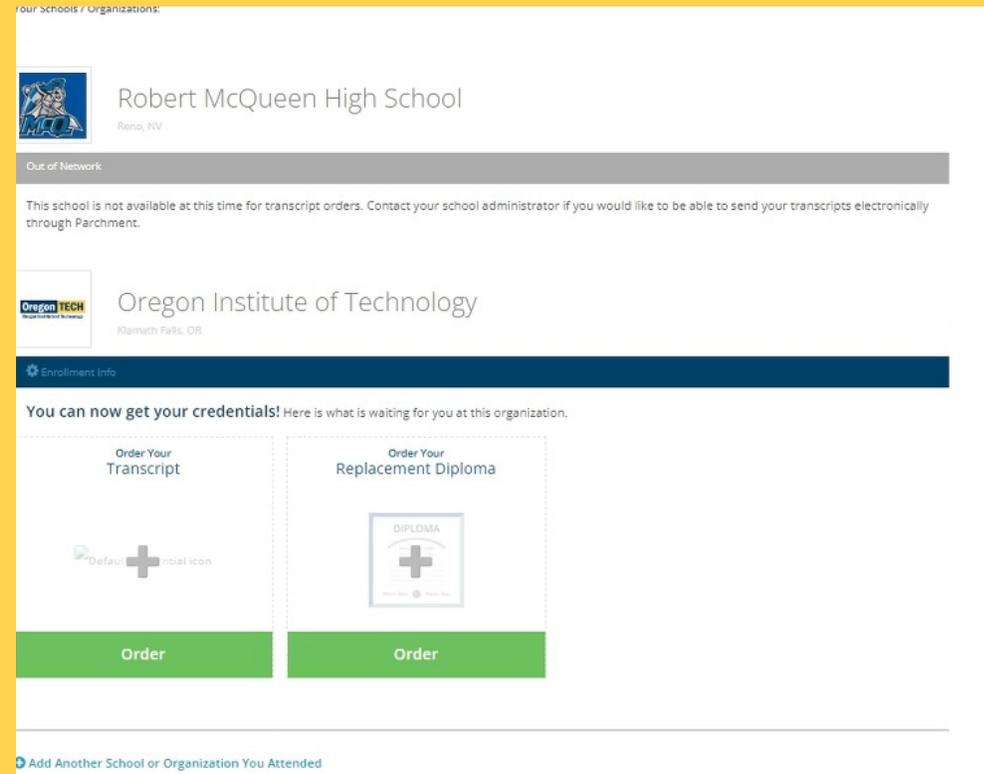
Thank you,
The Parchment Team



Add Oregon Institute of Technology

1. If you already had a Parchment account, your dashboard page will show a list of the schools you have already added and will give you an option to “Add Another School or Organization you Attended.” If Oregon Institute of Technology is not on your list, choose that option.

2. After you add Oregon Institute of Technology, you’ll see an option to Order your Transcript. Click the green “Order” button on your dashboard.



Search for Oregon Institute of Technology

1. After selecting the “Add Another School or Organization you Attended” button, you’ll search for Oregon Institute of Technology and choose the option “College/Undergraduate.”

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

[Advanced Search](#) ▾

| School/Organization | Location | Type | |
|---|-----------------------|------------------------|------------------------------------|
| Oregon Institute of Technology | Klamath Falls, OR, US | College /Graduate | <input type="button" value="ADD"/> |
| Oregon Institute of Technology | Klamath Falls, OR, US | College /Undergraduate | <input type="button" value="ADD"/> |
| Georgia Institute of Technology-Main Campus | Atlanta, GA, US | College /Undergraduate | <input type="button" value="ADD"/> |



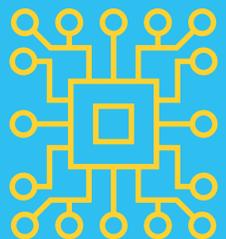
Order Transcripts

1. If you are still taking dual credit classes, select “currently enrolled.”
2. If you are no longer taking dual credit classes with Oregon Tech, select “not currently enrolled.”
3. Enter the first year you started taking dual credit classes.
4. Enter the year you graduated high school.
5. Enter your Oregon Tech ID number.
6. Enter the last 4 digits of your SSN.
7. Verify your name and click confirm.

The screenshot shows a web form for ordering transcripts from Oregon Institute of Technology. The form is titled "Oregon Institute of Technology would like you to provide the following information:". It contains several required fields marked with a red asterisk:

- Are you currently enrolled?**: A dropdown menu with "No, not currently attending" selected.
- What was your first year of attendance?**: A text input field containing "2021".
- Year you graduated or left**: A text input field containing "2022".
- Your Student ID Number**: A text input field containing "918".
- Your last 4 SSN**: A text input field containing "1234". A link "Don't Have One?" is visible next to this field.
- Please verify your name while attending**: Two radio button options: "Monica Chancel Lopez" (selected) and "Other name variation or maiden name".

At the bottom of the form, there is a checkbox labeled "Finish creating my Parchment account without placing an order right now." and a large grey "CONTINUE" button. A footer note states: "All items marked with a red asterisk are required."



Select Destination

1. You can search for colleges or high schools in the search bar or request that your transcripts be sent directly to you or another individual (i.e. your high school counselor).

Set Delivery Destination CANCEL X

Your order will be sent from **Oregon Institute of Technology** to the individual and/or organization at the destination below.

Search

OR

 I'm sending to myself or another individual ?



Ordering transcripts to be sent to an individual

1. You can request a copy of your transcript be sent to an individual by entering the name of the person/organization you want it to be sent to and the recipient's email.

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

* Recipient's Email

* Retype Email

Continue

Example: You may enter your high school's name and your high school counselor's email to request copies of your transcript be sent to them.



Consent to Credentials

1. Sign your name in the signature block.
2. Enter your first and last name.
3. Check the box to certify that you are the person signing.
****Please note the cost of your transcript on this page.***
4. Click “Continue.”
5. Follow prompts on following pages to complete payment.

* Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X _____

Type full name as signed above

| | | |
|--------------|-------------|-------------|
| * First Name | Middle Name | * Last Name |
|--------------|-------------|-------------|

* I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

