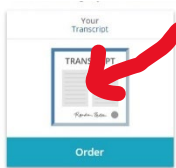
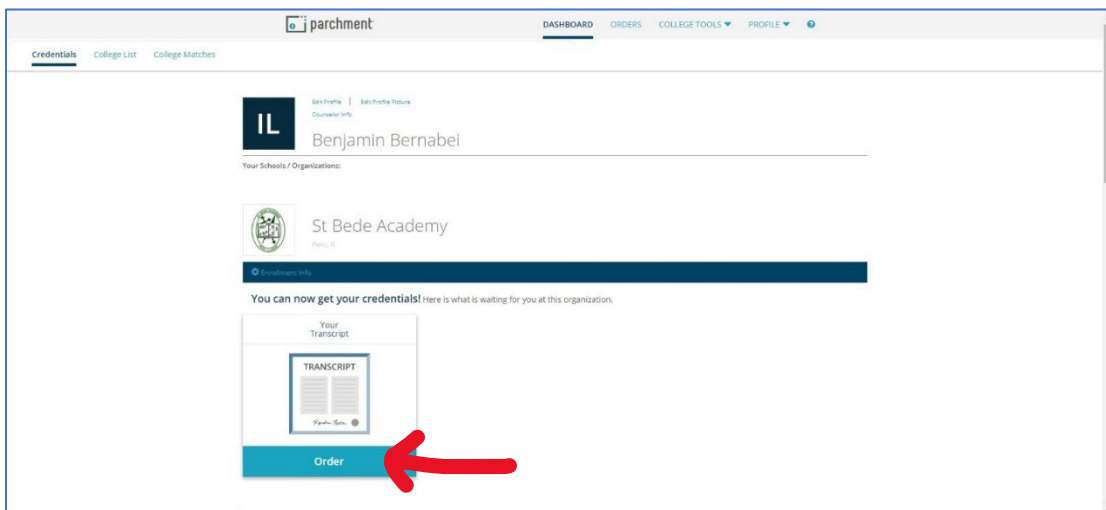


Using Parchment to send your transcript to a college, university or other organization:

1. Log into your account at www.parchment.com

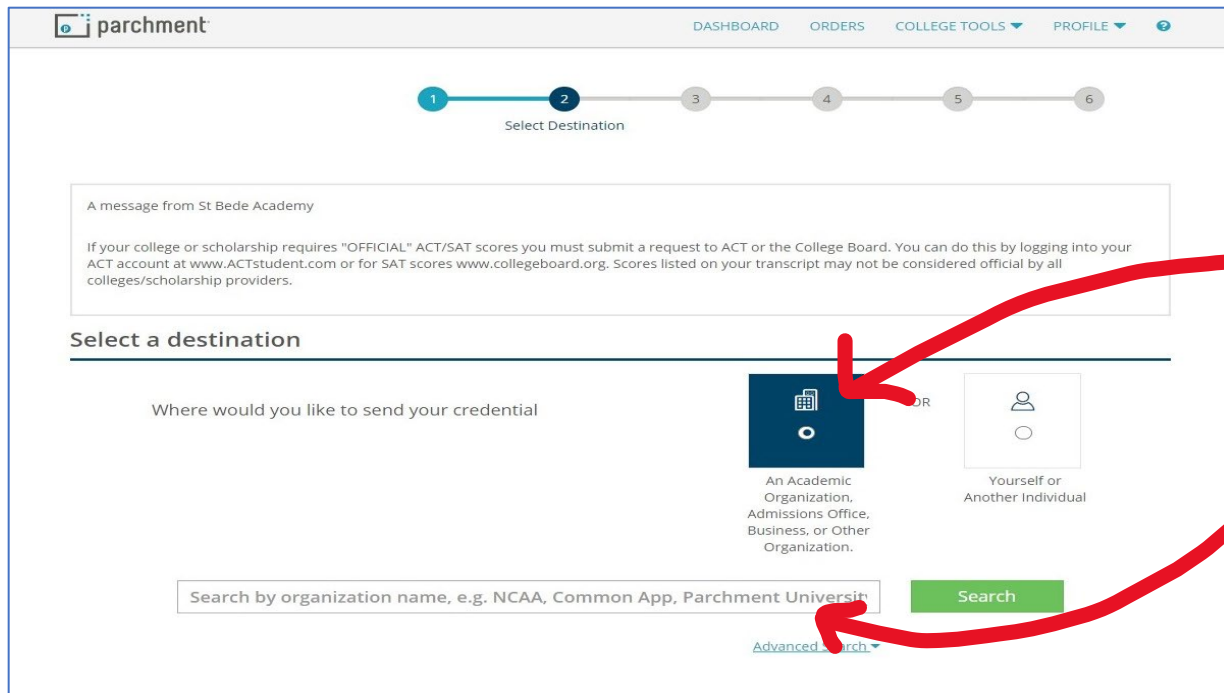
- Your username is your personal email. (Let me know if you forget which email you used to set up your account. I can look this up for you.)
- Click on **FORGOT MY PASSWORD** if you need to reset. (I do not have the ability to reset passwords.)

2. Click on **ORDER**



If you click on this icon (on the right) on your Dashboard, you will see the original transcript that was uploaded when you first set up your account. This icon does not update every time an updated transcript is uploaded to your account. In order to see your most recent transcript you must click **ORDER** and submit a request to send your updated transcript to your email address. The most current transcript is the only one that will be sent for every order.

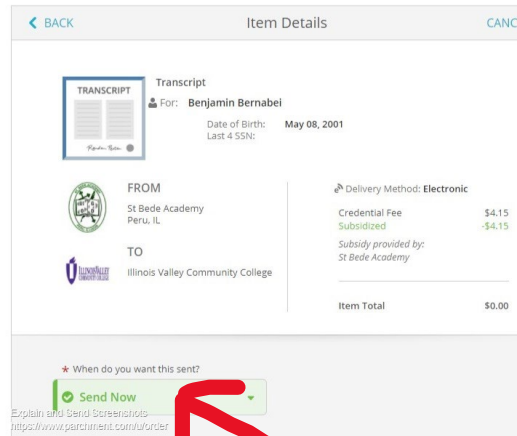
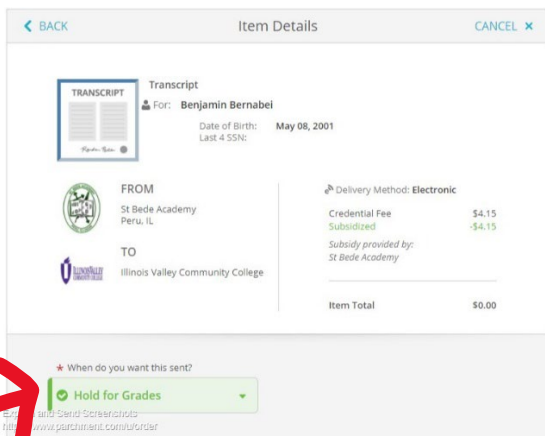
3. Select a Destination: Click on An Academic Organization, Admissions Office.....
4. Enter the name of the college/organization where you want your transcript to be sent and click SEARCH.



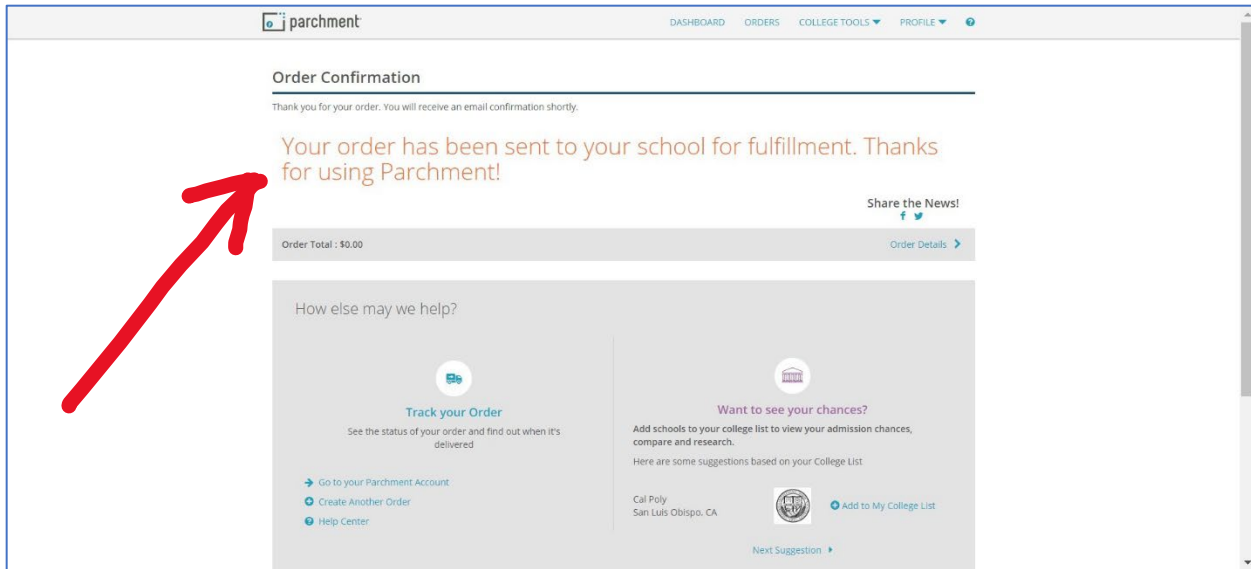
5. When do you want your transcript sent?

**** Hold for Grades** – your transcript will be sent after your grades for the current semester are posted.
All seniors should select this option in the Spring of their senior year.

Send Now – your transcript will be sent immediately. It will not include grades for the current semester.



6. Follow the prompts until you see that your order is complete



7. Your transcript will be immediately available for the college to download.

8. You can also send your IVCC transcript in your Parchment account.

1. Log into your Parchment account at www.parchment.com
2. click on Add Another School or Organization You've Attended
3. Enter Illinois Valley Community College or any other college you've attended.
4. Follow the prompts to send your transcript.

9. Please let me know a.s.a.p. if you need help with this process.

Ms. Theresa Bernabei, tbernabei@st-bede.com

counseling office: 815-223-3140 x211