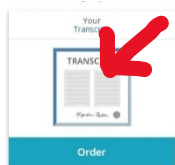
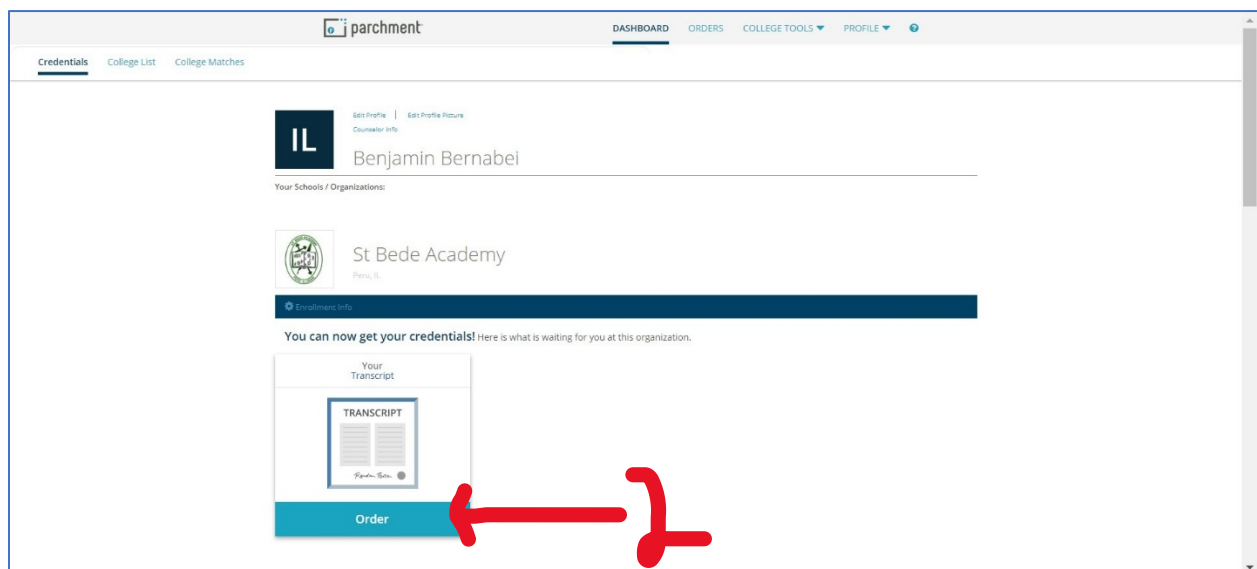


To send your transcript to yourself or another individual by email address:

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. Click on **YOURSELF OR ANOTHER INDIVIDUAL**

4. Enter the name and email address of where you want your transcript sent.

A message from De Bede Academy

If your college or scholarship requires "OFFICIAL" ACT/SAT scores your most recent award is required to ACT on the College Board. You can do this by logging into your ACT account at www.actstudent.com or for SAT scores www.collegeboard.org. Scores listed on your transcript may not be considered official by all college/scholarship providers.

Select a destination

Where would you like to send your credential

An Academic Organization, Administrative Office, Business, or Other Organization

Yourself or Another Individual

Enter Order Details:

Delivery Method

Printed & Mailed

Electronic Delivery (Email)

I am sending this order to myself by sending to yourself, a copy of your credential will be added to your Parchment.com account

Destination Name

Attention Name (optional)

Recipient Email

Retry Email

Save & Continue

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

Order Confirmation

Thank you for your order. You will receive an email confirmation shortly.

Your order has been sent to your school for fulfillment. Thanks for using Parchment!

Share the News!

Order Total: \$0.00

Order Details

How else may we help?

Track your Order

See the status of your order and find out when it's delivered

Go to your Parchment Account

Create Another Order

Help Center

Want to see your chances?

Add schools to your college list to view your admission chances, compare and research.

Here are some suggestions based on your College List

Cal Poly San Luis Obispo, CA

Add to My College List

Next Suggestion

6. Transcripts will be sent to the email address you entered.

From: Parchment transcriptservices@parchment.com

Subject: Credential for (student name) is available for download at Parchment

If you are sending your transcript to someone who does use Parchment regularly you may want to send a separate email alerting the person to watch for the email from parchment.

Ask the person to save transcriptservices@parchment.com to their email address book so email from Parchment don't go to their junk/spam file.

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

Ms. Theresa Bernabei

tbernabei@st-bede.com

815-223-3140 x211