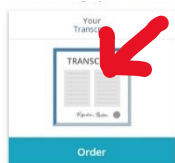
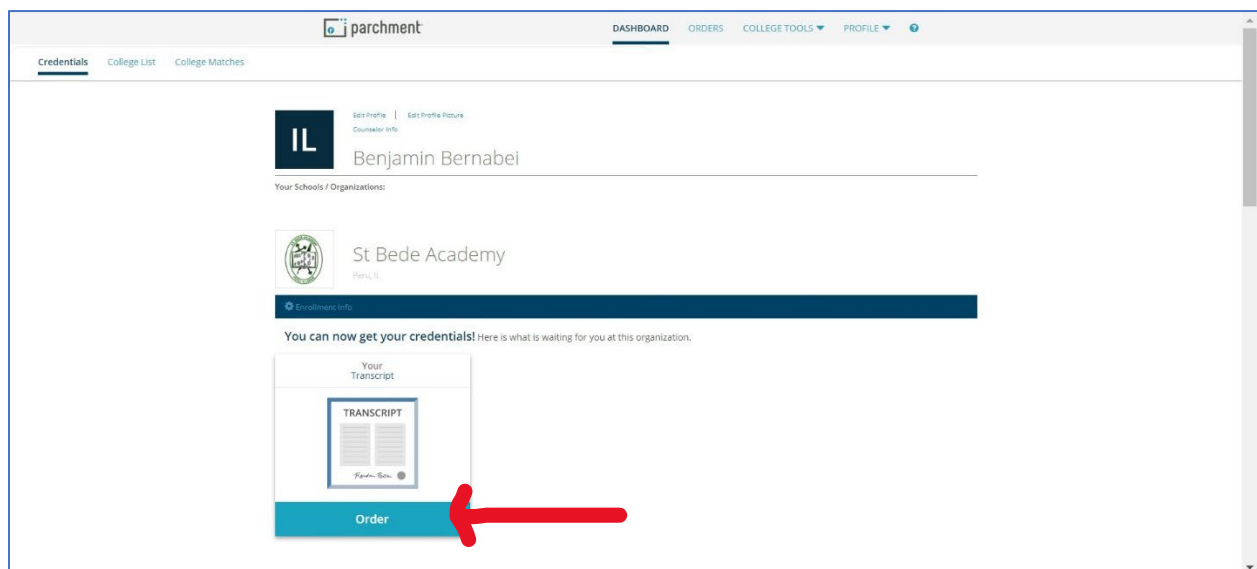


Using Parchment to send your transcript to yourself or another individual by email address:

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.

The screenshot shows the Parchment interface for selecting a destination. At the top, there is a progress bar with steps 1 through 6. Step 2, 'select destination', is currently active. Below the progress bar, there is a message from St Bede Academy. The main section is titled 'Select a destination' and asks 'Where would you like to send your credential'. There are two main options: 'An Academic Organization, Admissions Office, Registrar or Other Organization' and 'Yourself or Another Individual'. A red arrow labeled '3.' points to the 'Yourself or Another Individual' button. Below this, there are two 'Enter Order Details' sections. The first section has 'Delivery Method' options: 'Electronic Delivery (Email)' (selected) and 'Printed & Mailed'. The second section has a checkbox for 'I am sending this order to myself or sending to yourself, a copy of your credential will be added to your Parchment.com account'. Below this, there are input fields for 'Destination Name', 'Attention Name (optional)', 'Recipient Email', and 'Retype Email'. A red arrow labeled '4.' points to these input fields. At the bottom right, there is a 'Save & Continue' button.

5. When do you want your transcript sent?

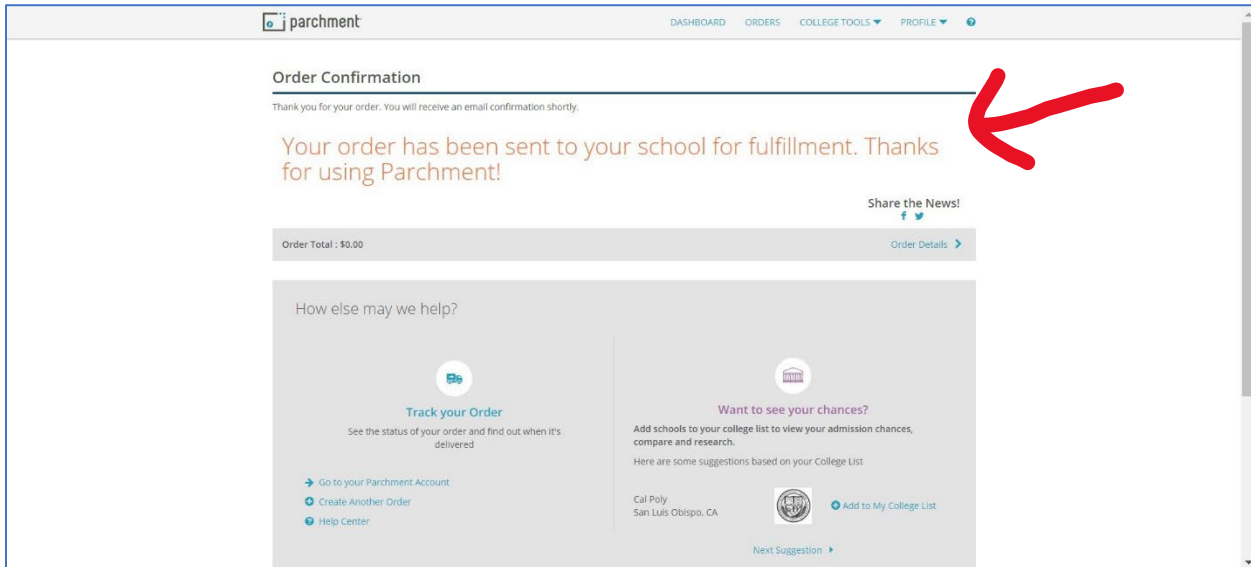
**** Hold for Grades** – your transcript will be sent after your grades for the current semester are posted. **All seniors should select this option in the Spring of their senior year.**

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

The screenshot shows the 'Item Details' page for a transcript. At the top, there are 'BACK' and 'CANCEL' buttons. The main content area shows a 'TRANSCRIPT' icon and the name 'Benjamin Bernabel'. Below this, there is a 'Date of Birth' field with the value 'May 08, 2001' and a 'Last 4 SSN' field. The 'FROM' section shows 'St Bede Academy, Peru, IL' and the 'TO' section shows 'Illinois Valley Community College'. The 'Delivery Method' is 'Electronic'. The 'Credentia Fee' is '\$4.15' and the 'Subsidized' amount is '-\$4.15'. The 'Subsidy provided by' is 'St Bede Academy'. The 'Item Total' is '\$0.00'. At the bottom, there is a dropdown menu for 'When do you want this sent?' with 'Hold for Grades' selected. A red arrow points to this dropdown menu.

The screenshot shows the 'Item Details' page for a transcript, identical to the previous one. At the bottom, there is a dropdown menu for 'When do you want this sent?' with 'Send Now' selected. A red arrow points to this dropdown menu.

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



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

From: Parchment <noreply@parchment.com>

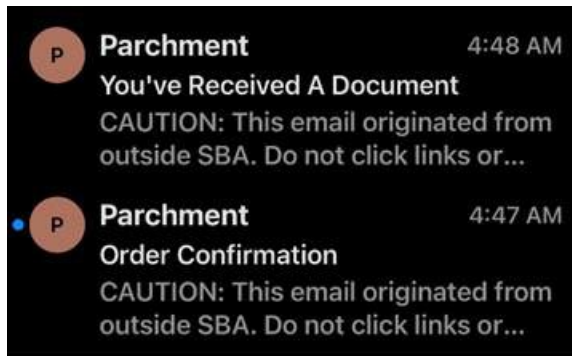
Subject: "You've Received A Document"

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.

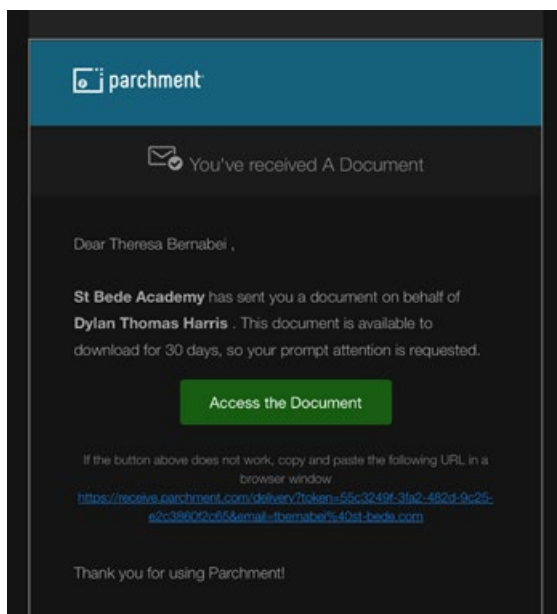
Ask the person to save noreply@parchment.com to their email address book so emails don't go to their junk/spam file.

8. After you order a transcript to be sent to yourself by email:

- You will receive 2 emails from Parchment. (See screen shots below.)
 - Subject line: "You've Received a Document"
 - Subject line: "Order Confirmation"
- Open the email with the subject line **"You've Received A Document"**.



- In the body of the email click on the green button **“Access the Document”**.
- If you see an old copy of your transcript you may need to clear your cache and cookies in your browser and click the link again.
- Download the document and save it where you can find it later.
- You will need to order a new copy of your transcript each time an updated version is available.
- The transcript icon on your dashboard in Parchment does not update when a new transcript is uploaded. In order to see the most recent copy of your transcript you **MUST** order a new transcript to be sent to yourself.



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

Ms. Theresa Bernabei
tbernabei@st-bede.com