




## Setting up a New Student Account on Parchment

1. Go to [Parchment.com](https://Parchment.com).
2. You will see “**create account**” on the left side of the screen (**Sidebar**, not main part of screen).
3. Click on “learners”
4. In the search bar on the main part of the screen, enter “AAW” for the school you attend, and select *Arts Academy in the Woods* when it appears.
5. Click “**New Learner Account**”
6. Scroll down and fill out the required demographic information.
7. Check the box if you are a parent/guardian. If you are a parent/guardian, you will then enter the student's information. Go to the [Parent/guardian help topic](#) for more information if needed.
8. Click **Sign up**.
9. Parchment will email you a verification code. Enter that code on the next screen.
10. Privacy Settings: If you plan on having recommendation letters from teachers, it is best to select the option that states “I waive my right to access”. Click **Save & Continue**.
11. Check the box to accept the terms of use and service agreement.
  - o If you're under 18, you must check the box to confirm that you have your parents' permission to create the account.
12. You are now ready to Order Transcripts! 😊



## Ordering Transcripts from Parchment

(after you've created your Parchment Account)

1. Login to the account you created at [Parchment.com](https://Parchment.com).
2. The College Admission Survey is **OPTIONAL**. Simply click “Continue”.
3. Click on “Order” 
4. Search for the school you'd like your transcripts sent to.
5. Click “select” for the correct school & type (undergraduate)
6. You can add additional schools within this same order. Click on “Add Another Destination”.
7. Click “Save & Continue”
8. Submit your order.
9. You should receive a confirmation email that your transcript request order was submitted & received.
10. You can view your order at any time to see if/when your order was sent and when the recipient receives your transcript.
11. You can follow this same process to have a copy of your transcript sent to yourself.
12. There is no cost for ordering payments... please do not provide payment information to Parchment.
13. Please contact Ms. Chappelle ([achappelle@artsacad.net](mailto:achappelle@artsacad.net)) if you have any questions.

