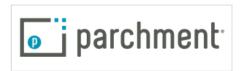


Setting up a New Student Account on Parchment

- 1. Go to 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 <u>if</u> you are a parent/guardian. If you are a parent/guardian, you will then enter the <u>student's information</u>. Go to the <u>Parent/guardian help topic</u> 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.
- 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) if you have any questions.

