

# CREATING A STUDENT PARCHMENT ACCOUNT

## Log into: PARCHMENT.COM

1. Click **Create New Account**.
  - Click on Learner or Parent
  - Type in student full legal birth name (Joseph not Joe)
  - Birth date
  - Highest level of Education type: **OTHER**
  - Email-**NOT SCHOOL EMAIL or PARENT EMAIL**
  - Password-(Password to the email account using)
  - Confirmation Code: Parchment will email to you.
2. Add High School (Rockford High School, Rockford MI)
3. Verify Birth date
4. Select Gender
5. Earliest Year: **2020**
6. Expected Grad Year: **2024**
7. Click I waive my right to access (Consent and Request)
8. Order Transcript
9. Type in College, NCAA or NAIA
  - Make sure to pick **UNDERGRADUATE** under college
10. Select College
11. When do you want to send: **SEND NOW**
12. Save/Continue
13. Sign Name, Add Parent Name (if under 18)
14. Save/Continue

\*Please do not have your parent create this account. The account should be in your name and your information for the college admission office to connect your application with your transcript.

\*If you are planning to play college sports, you must send your transcript to NCAA and/or NAIA. Additionally, you must notify the counseling office staff and request that your transcript **ALSO** be uploaded directly into the NCAA/NAIA portals.