

Ordering Your Capella Transcript

A video tutorial on ordering your transcript is available here: <http://tinyurl.com/kp7fkrx>

Accessing Parchment

Log in to Parchment's website at www.parchment.com

Registration

- Choose **Sign Up** if you have not ordered a transcript before through Parchment
- Choose **Sign In** if you have ordered a transcript before through Parchment

The screenshot shows the Parchment website's registration interface. At the top is a dark navigation bar with the Parchment logo, a home icon, and links for TRANSCRIPTS, COLLEGE TOOLS, and DISCUSSION (with a notification bubble showing '5'). On the right of the bar are 'SIGN UP' and 'SIGN IN' buttons. The main content area is a light gray box containing a white registration form. The form starts with a blue 'SIGN UP WITH FACEBOOK' button, followed by an 'OR' separator. Below this are five input fields, each with a green checkmark to its right: a name field containing 'Brent', a last name field containing 'Pirruccello', a date of birth field containing '06/21/1986', an email field containing 'brent.pirruccello+newregs@gmail.com', and a password field with masked characters and a lock icon. Below the fields is a checkbox labeled 'I am a parent / legal guardian'. At the bottom of the form is a red 'SIGN UP' button. Below the button are two links: 'Have a Registration Code?' and 'Already have an account?'.

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TRANSCRIPTS COLLEGE TOOLS DISCUSSION 5

SIGN UP SIGN IN

f SIGN UP WITH FACEBOOK

OR

Brent ✓

Pirruccello ✓

06/21/1986 ✓

brent.pirruccello+newregs@gmail.com ✓

***** ✓

☐ I am a parent / legal guardian

SIGN UP

[Have a Registration Code?](#)

[Already have an account?](#)

Search for the School That Will Send Your Transcript

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TRANSCRIPTS COLLEGE TOOLS DISCUSSION

COLLEGE SEARCH DISCOVER COLLEGES COLLEGE RANKINGS COLLEGE MATCHUP FINANCIAL AID

SIGN UP SIGN IN

1) Search for your school

2) Enrollment Information

3) Student Address

4) Provide Consent

WHERE WOULD YOU LIKE TO ORDER YOUR TRANSCRIPT FROM?

Search by school name, e.g. Parchment University, Parchment High School

SEARCH

Run a search above to find your school

Enter the name of the school in the empty field, then click Search.

Provide Consent Signature

Use your mouse, laptop touchpad, or computer stylus to sign your name. You cannot order transcripts through Parchment without providing this signature.

[TRANSCRIPTS](#)[COLLEGE TOOLS](#)[DISCUSSION](#)

[COLLEGE SEARCH](#)[DISCOVER COLLEGES](#)[COLLEGE RANKINGS](#)[COLLEGE MATCHUP](#)[FINANCIAL AID](#)



**MOOSELOOKMEGUNTIC
HIGH SCHOOL**

1) Select your school

2) Enrollment Information

3) Student Address

4) Provide Consent

PROVIDE CONSENT SIGNATURE

Federal regulations require that we receive your signature before we can process transcript requests for {First Name} {Last Name}. Your authorization will allow your transcript to be delivered to destinations that you designate that are not included in our database of authorized destinations. Your authorization may be given using your mouse or stylus to sign your name in the box below. Once authorized we can process all of your transcript requests.

Parchment will keep the authenticated form on file and you will not be required to sign it again when you place additional requests for transcripts from this school. Of course, you will be able to withdraw this authorization at any time by signing into this account and accessing preferences.

{First Name} {Last Name}
{DOB}
{Gender}

I authorize Parchment Inc. as the authorized representative for zz Apple Tree High School to release Brent Pirruccello's complete academic transcript to destinations selected through Brent Pirruccello's Parchment account.

PROVIDE CONSENT SIGNATURE

Sign here with mouse:

Clear Signature

X

Name:

☐ I certify under penalty of law that I am the individual identified above and I am authorized to take this action

[CONTINUE](#)

Choose the Destination for Your Transcript

There are four categories of destinations you can use to send your transcript.

Where do you want to send your transcript?

- The Admissions Office at another school → Use the “Academic Institution” button
- Yourself → Use the “Yourself” button
- Your employer → Use the “Other Individual” button
- Other destination → Use the “Other Individual” button



MOOSELOOKMEGUNTIC
HIGH SCHOOL

1) Register

2) Document Type

3) Order Details

4) Consent

5) Checkout

6) Confirmation

WHERE WOULD YOU LIKE TO SEND YOUR TRANSCRIPT?



☒ Academic Institution



☐ Other Organization



☐ Yourself



☐ Other Individual

SEARCH

INSTITUTION	CITY/STATE/COUNTRY	ORGANIZATION TYPE	
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT
University of Missouri - Columbia	Columbia, MO, US	Public University/4 Year College	SELECT

◀

1

2

3

4

5

▶

Pay for Your Transcript

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COLLEGE SEARCH DISCOVER COLLEGES COLLEGE RANKINGS COLLEGE MATCHUP FINANCIAL AID

SIGN UP SIGN IN



MOOSELOOKMEGUNTIC
HIGH SCHOOL

- 1) Register ✓
- 2) Document Type ✓
- 3) Order Details ✓
- 4) Provide Consent ✓
- 5) Checkout
- 6) Confirmation

CHECKOUT

Your order has NOT yet been placed.

DELIVERY DETAILS				PRICE
EDIT	Send To	Google Inc	Transcript Fee	\$8.00
REMOVE	Delivery Method	Email	Handling Fee	\$2.00
	Recipient Email Address	apply@google.com		
	Transcript Type	Current		
EDIT	Send To	Google Inc	Transcript Fee	\$8.00
REMOVE	Delivery Method	Email	Handling Fee	\$2.00
	Recipient Email Address	admissions@asu.edu		
	Transcript Type	Current		
ADD ANOTHER ITEM				Total \$20.00

PAYMENT INFORMATION

Card Number 
Enter the 16 digits on the front of your credit card without spaces or dashes

Expiration Date MM/YYYY
Enter the month and year your credit card expires

BILLING INFORMATION

First Name

Last Name

Address

Address 2

City

State/Province

Postal Code

Country

Phone Number

CHECKOUT

If you want to order another transcript, click on **Add Another Item**.