# **Ordering Your Capella Transcript**

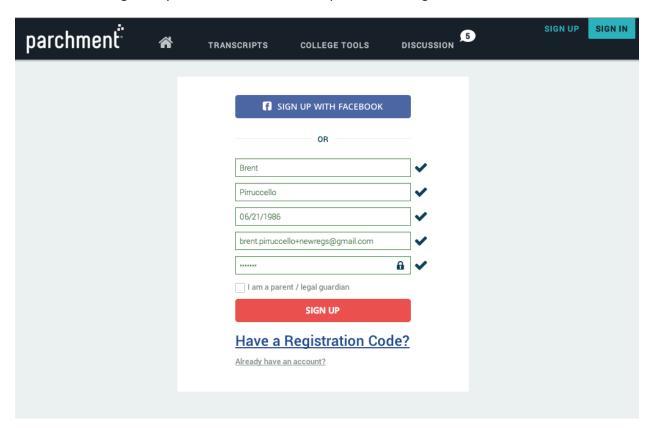
A video tutorial on ordering your transcript is available here: <a href="http://tinyurl.com/kp7fkrx">http://tinyurl.com/kp7fkrx</a>

#### **Accessing Parchment**

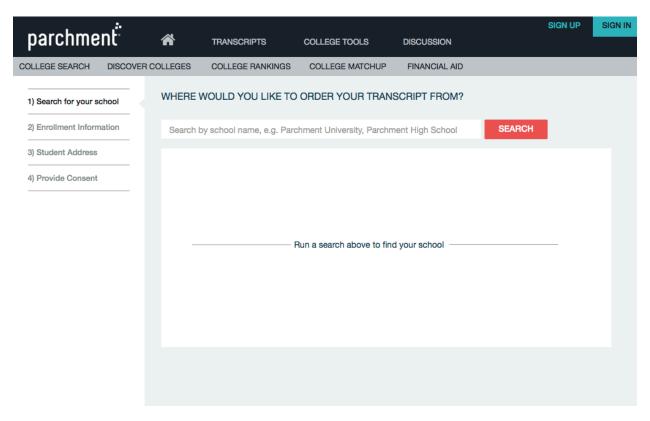
Log in to Parchment's website at www.parchment.com

## 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



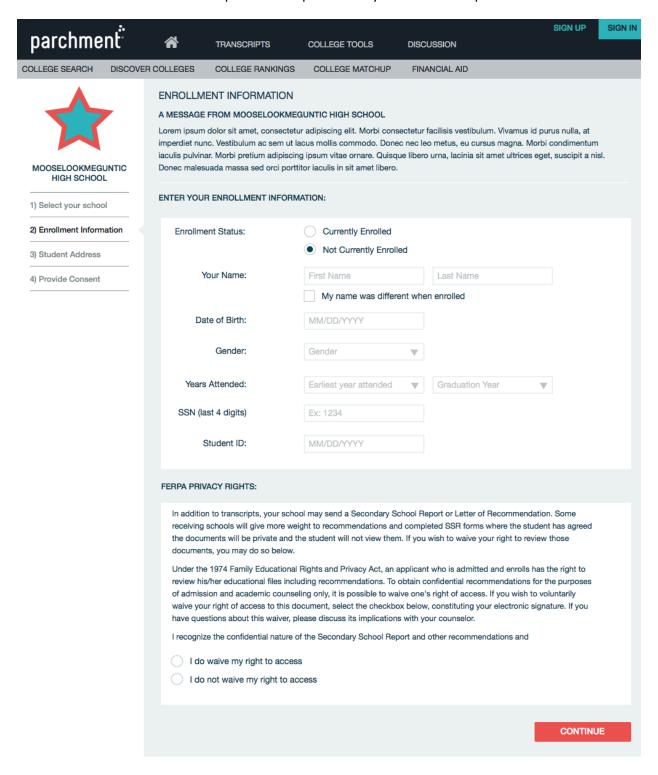
# Search for the School That Will Send Your Transcript



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

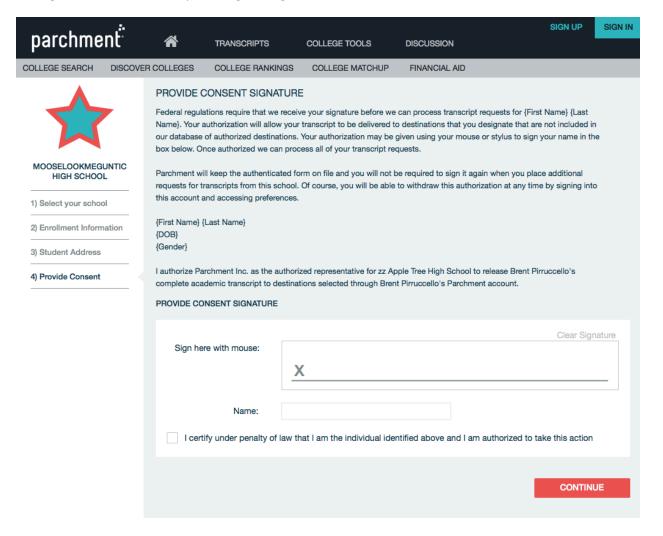
#### **Enter Your Enrollment Information for That School**

FERPA Privacy Rights: Parchment asks whether you waive your right to read Letters of Recommendation from your secondary school. This applies only to learners ordering transcripts from their high schools, and is not relevant to orders for Capella transcripts. You may choose either option for this section.



#### **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.



#### **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

TRANSCRIPTS

COLLEGE TOOLS

DISCUSSION

COLLEGE SEARCH DISCOVER COLLEGES

COLLEGE RANKINGS

COLLEGE MATCHUP

FINANCIAL AID



# 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?









Search by institution name, e.g. NCAA, Common App, Parchment University

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
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4	1 2 3 4	5 •

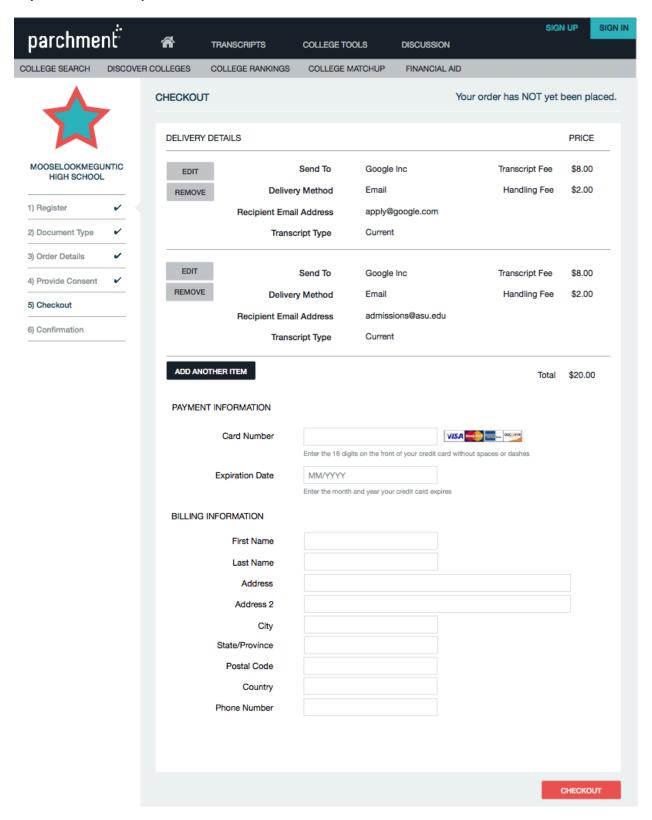








## **Pay for Your Transcript**



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