



Ordering Official Curriculum Transcripts

Once you have selected the link to “Log in to Parchment” from our website :

1. The following form will allow you to put in identifying information. Complete all information and select SIGN UP.

The screenshot shows the Parchment registration page for Carteret Community College. The page title is "Carteret Community College" and the URL is "https://www.parchment.com/registration/24228/account". The form is titled "Register/Sign In" and has a progress indicator showing 1 of 6 steps. The form includes the following fields and options:

- New User Account Sign Up
- Already Have an Account
- A message from Carteret Community College: "Carteret Community College is glad that you are requesting your transcripts through this service. Check your email often to track your order and see messages regarding delays in service due to holds. Holds may include financial indebtedness to the college or financial aid flags. These must be taken care of prior to transcripts being sent. During Fall and Spring semesters transcripts are approved to be processed M-F from 8am to 5pm, excluding holidays where the college is closed. During..."
- I do not have a registration code (provided by my school)
- I have a registration code
- First Name, Middle Name, Last Name (text input fields)
- My name was different when enrolled
- Date of Birth (MM, DD, YYYY dropdowns)
- Gender (Optional) (dropdown)
- Start Year, Last Year Attended (YYYY dropdowns)
- Highest Level of Education (dropdown)
- None selected
- Email (text input field: coblen@email.carteret.edu)
- Password (Must be at least 7 Characters) (password input field)
- Re-type Password (password input field)
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2. Indicate where to send the transcript and “Save and Continue”.

The screenshot shows the Parchment "Select a Destination" page. The page title is "Select a Destination" and the URL is "https://www.parchment.com/order/selectDestination". The page has a progress indicator showing 1 of 6 steps. The form includes the following elements:

- Where would you like to send your credential?
- An Academic Organization, Admissions Office, Business, or Other Organization
- Yourself or Another Individual
- Search by organization name, e.g. NCAA, Common App, Parchment Universit (text input field)
-
- [Advanced Search](#)
- Run a search to select a destination

Carteret Community College

3505 Arendell Street, Morehead City, NC 28557-2989



3. Complete the order details indicating
 - a. when to send the transcript and
 - b. an application tracking number if available;
 - c. then “Save and Update”.

NOTE: From here you can select to Add Another Destination if needed.

A screenshot of the Parchment website's 'Order Details' page. The browser address bar shows 'https://www.parchment.com/u/order/orderDetails'. The page has a navigation menu with 'DASHBOARD', 'ORDERS', and 'PROFILE'. Below the navigation, there are steps: '1. Select a Destination', '2. Order Details', '3. Review', '4. Consent', '5. Payment Info', and '6. Confirmation'. The main content area is titled 'Order Details' and includes a message: 'Your order has NOT been placed yet.' Below this, it says 'Item(s) being ordered:' and shows a 'FROM' section for Carteret Community College and a 'TO' section for Baylor University - Graduate Admissions. There is a dropdown menu for 'When do you want this sent?' with 'Hold for Grades' selected, and a text input field for 'Application Tracking Number (optional)'. A blue button labeled '+ Add Another Destination' is visible. On the right, there is a 'Delete this item' link and a table of fees: 'Credential Fee \$3.00', 'Shipping / Handling \$0.00', and 'Item Total \$3.00'. At the bottom right, there is a summary: 'Total Credential Fees \$3.00', 'Total Shipping / Handling \$0.00', and 'Order Total \$3.00'. A green button labeled 'Save & Continue' is at the bottom.

4. Review your order, make any changes and Continue.



A screenshot of the Parchment website's 'Please Review Your Order' page. The page shows the order details for a transcript request from Carteret Community College to Baylor University. The order total is \$3.00. The page includes a navigation bar with 'DASHBOARD', 'ORDERS', and 'PROFILE' options, and a footer with 'Support', 'Privacy Policy', 'Terms of Use', 'Contact Us', and 'Copyright ©2015 Parchment'.

5. Provide consent
 - a. Sign with your mouse
 - b. Type your name
 - c. Check the box
 - d. "Save and Continue"

A screenshot of the 'Provide Consent' form. The form asks the user to authorize Parchment to release their academic credentials from z2 Marie High School to the destinations they select. It includes a signature line with a handwritten signature and a 'Clear Signature' button. Below the signature line is a text input field for 'Type Parent/Guardian Name' with the name 'Jane Jones' entered. At the bottom, there is a checkbox for 'I certify under penalty of law that I am the individual identified above and I am authorized to take this action on behalf of my child.' and a 'Save & Continue' button.

6. Enter payment information and "Checkout".



Browser: <https://www.parchment.com/u/order/payment>

Navigation: DASHBOARD ORDERS PROFILE

Progress: 1. Select a Destination 2. Order Details 3. Review 4. Consent 5. Payment Info 6. Confirmation

Payment Information (1 Credential)

Enter your payment information below.

Credit Card Number

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

Expiration Date

Enter the month and year your credit card expires

First Name **Last Name**

Country
United States

Address

City **State/Province** Please select **Postal Code**

Phone Number

[Checkout](#)

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