

Electronic Transcript Request via Parchment Exchange

- 1.) Go to www.parchment.com and click “Sign-In”
- 2.) Enter your User Name and Password
 - a. Click on Sign-In
- 3.) Click on “Request Transcript”
- 4.) Click on “Request Transcript”
 - i. Winthrop University should appear
 1. Click on Request Transcript located below Winthrop University
- 5.) Select one of the Tabs to indicate where and how the transcript is to be sent
 - a. **Academic Destinations**
 - i. Select if the transcript is to be sent electronically to another institution
 1. **YOU MAY WANT TO CONFIRM THAT THE RECEIVING INSTITUTION IS SET UP AS A PARTNER WITH PARCHMENT PRIOR TO USING THIS OPTION**
 - b. **Myself**
 - i. Electronic Delivery
 1. Transcript will be sent to the email address used to establish the Parchment Account
 - ii. Paper Delivery
 1. Official (paper) copy of the transcript will be sent to the physical address that was used to establish the Parchment Account
 - c. **Other Destinations**
 - i. Electronic Delivery
 1. Enter the Destination Information
 - a. Enter and Re-enter the Email address to confirm where the electronic transcript is to be sent
 - ii. Paper Delivery Method
 1. Enter the Address to where the official (paper) transcript is to be sent
 2. **DO NOT SELECT OVERNIGHT DELIVERY**
 - a. **Method is not available via Parchment Exchange**
- 6.) Click “Save & Continue” after the preferred destination and delivery method are selected
- 7.) Parchment Payment And Refund Policy
 - a. Read the Policy and acknowledge that you have read and understand by clicking in the box
 - b. Click Submit
- 8.) Click on “Save & Continue”
- 9.) Order Information
 - a. Enter your payment information
 - b. Click Pay Now

After successful payment of \$2.75 you will receive an order/tracking number. Notifications will be sent to your email directly from Parchment Exchange indicating the progress of your request for an electronic transcript. **Transcripts are withheld from those students and former students who have unpaid accounts with the University.**