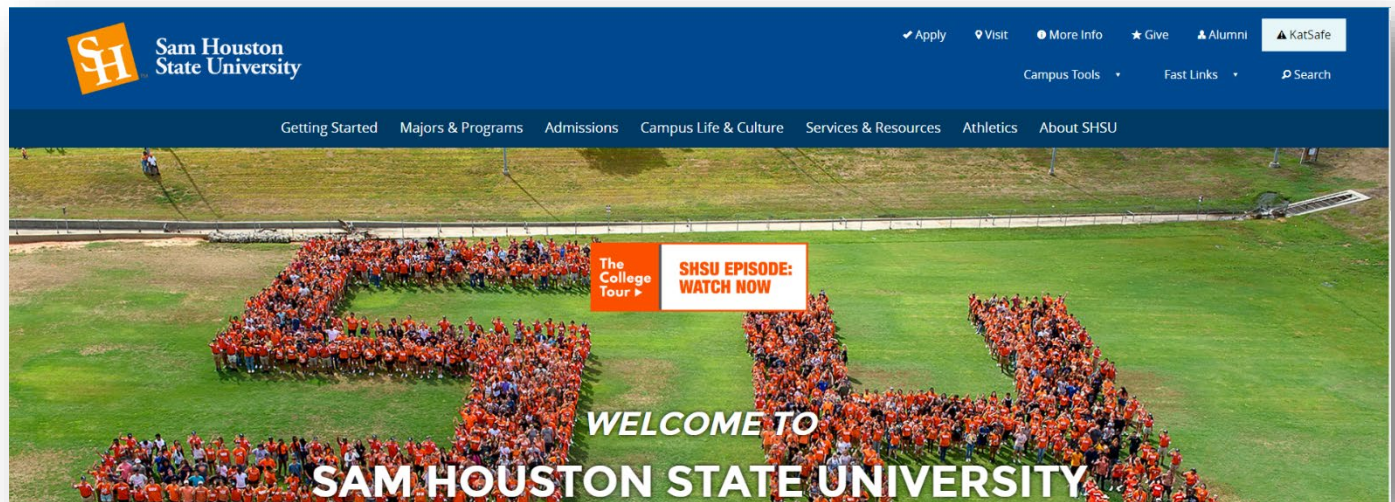


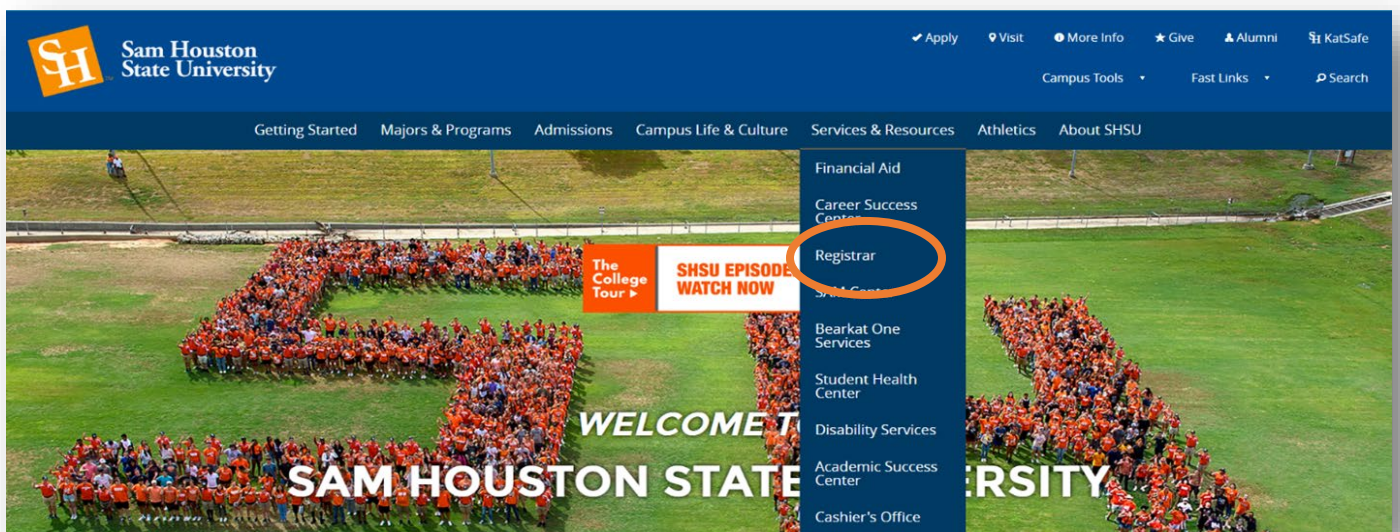


How-To Order Official Transcripts

1. To begin, go to the **Sam Houston** home page at www.shsu.edu.



2. At the top of the screen, hover over the **Services & Resources** tab and then select **Registrar**.





3. Scroll down to the **Transcripts & Enrollment Verification** tab and then select **Transcripts**.

The screenshot shows the Registrar's Office website. The main navigation bar includes links for Faculty and Staff, Clery Act Compliance, and About Us. A dropdown menu for 'Important Dates and Calendars' is open, showing links to the Academic Calendar, College of Osteopathic Medicine Academic Calendar, Registration Schedule, Open/Close Dates for Registration, Add, Drop and Resignation Deadlines, Drop, Resignation and Refund Policies, and Final Exam Schedule. The main content area features three large images: a building with pink flowers, a group of students walking, and a path through trees. Below the first image is the 'Transcripts & Enrollment Verification' tab, which is selected. Under this tab, the 'Transcripts' link is highlighted with an orange circle. Other tabs visible are 'Resources' and 'President's & Dean's List'.

4. Select either **Current Students** or **Alumni and Former Students** to be properly redirected.

The screenshot shows the 'How To Order Official Transcripts' page. The page is divided into two main sections: 'Current Students' and 'Alumni and Former Students'. Each section has a 'Request Official Transcripts' button. Below the buttons, a note states: 'Note: First-time Parchment users will need to create an account.' A dropdown menu for 'College of Osteopathic Medicine' is visible. The page also features a 'Questions or Concerns?' link with a question mark icon. The right sidebar contains the same navigation links as the previous screenshot, including the 'Important Dates and Calendars' dropdown menu.



5. **Select** the option that best applies.

Institution Name	Location	Sends PDF	Sends Electronic
Sam Houston State University	Huntsville, TX	Yes	No
SHSU College of Osteopathic Medicine	Huntsville, TX	Yes	No

6. **Select an option**, then enter the required information.

Learner Account

Sam Houston State University
PO Box 2418, Huntsville, TX, 77341-2418, US

Ordering your own credentials or academic records OR Ordering on behalf of someone else

A MESSAGE FROM SAM HOUSTON STATE UNIVERSITY
Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.
If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).



7. Enter the following personal information to **create an account** with Parchment.

The screenshot shows the Parchment account creation interface. At the top left is the Parchment logo. The main form is titled "ENTER YOUR PERSONAL INFORMATION" and includes fields for email (samplemail@email.com), first, middle, and last names, month, day, and year of birth, and highest level of education. Below this is the "ENTER YOUR CONTACT INFORMATION" section with fields for cell phone, country (US is selected), address 1 and 2, city, state/province, and postal code. The "CHOOSE A PASSWORD" section has fields for password and retype password, followed by a "CREATE ACCOUNT & CONTINUE" button. A note at the bottom states: "All items marked with a red asterisk are required." A footer line reads: "By signing up you agree to the Parchment terms of use and privacy policy."

8. You will then be able to **choose where the transcripts will be delivered** to.

The screenshot shows a "Set Delivery Destination" modal window from Parchment. The modal has a title bar with "<BACK" and "CANCEL X" buttons. The main text says: "Your order will be sent from Sam Houston State University to the individual and/or organization at the destination below." Below this is a search bar with the placeholder text "Where would you like to send the credential?" and a green "Search" button. Underneath the search bar is the word "OR" and a link that says "I'm sending to myself or another individual" with a person icon and a plus sign.



9. **Confirm** the information. **Sign** for the transcripts. **Accept** the terms.

The screenshot shows the 'Item Details' page for a transcript order. At the top, there are navigation links for '< BACK' and 'CANCEL X'. The main content area is titled 'Transcript' and includes a 'FROM' section with the Sam Houston State University logo and address, and a 'TO' section with the Texas State University logo. The 'Delivery Method' is set to 'Electronic', and the 'Credential Fee' is \$7.45. Below this, there are dropdown menus for 'Purpose' and 'When do you want this sent?' with a 'Send Now' button. A section for 'Would you like to add an attachment file? (optional)' has an 'Add An Attachment' button. The bottom section is for signing, with a 'Sign here with mouse or finger' area, a 'Clear Signature' button, and a 'Type full name as signed above' section with fields for First Name, Middle Name, and Last Name. A checkbox at the bottom states 'I certify under penalty of law that I am the individual identified above and am authorized to take this action.'

10. **Alternatively**, you can request that they be sent to a **3rd party** by selecting one of the following options.

The screenshot shows the 'Set Delivery Destination' page. At the top, there are navigation links for 'DASHBOARD', 'ORDERS', and 'PROFILE'. The main content area is titled 'Set Delivery Destination' and includes a 'Where would you like to send the credential?' search bar with a 'Search' button. Below this, there is a section titled 'OR' with three radio button options: 'I'm sending to myself or another individual', 'I am sending this order to myself', and 'I am sending this order to another individual'. The first option is selected, and the entire section is circled in orange.



11. You can have them **securely sent** via **email** or **physical mail**.

The screenshot shows the Parchment website's 'Set Delivery Destination' form. At the top, there's a 'CANCEL' button. Below it, a message states: 'Your order will be processed and shipped to the address you provided. Please select a delivery method for your order.' Two options are presented: 'Electronic Delivered By Email' (with a green 'e' icon) and 'Print & Mailed Printed On Paper & Mailed' (with a blue envelope icon). Both options are circled in orange. Below these is the 'RECIPIENT INFORMATION' section, which contains three text input fields, each with a red asterisk indicating it is required: 'School Name, Business, Person, or Your Name', 'Recipient's Email', and 'Retype Email'. A grey 'Continue' button is positioned below the third field. At the very bottom of the form area, there is a blue link that says 'Back to search'.

If you have any questions, please contact the Registrar's Office by email at registrar@shsu.edu or at 936-294-1040.