

ORDER TRANSCRIPTS FOR SOMEONE

1. Go to parchment.com
2. In the I would like to box in the center of the screen, select order records on behalf of others.

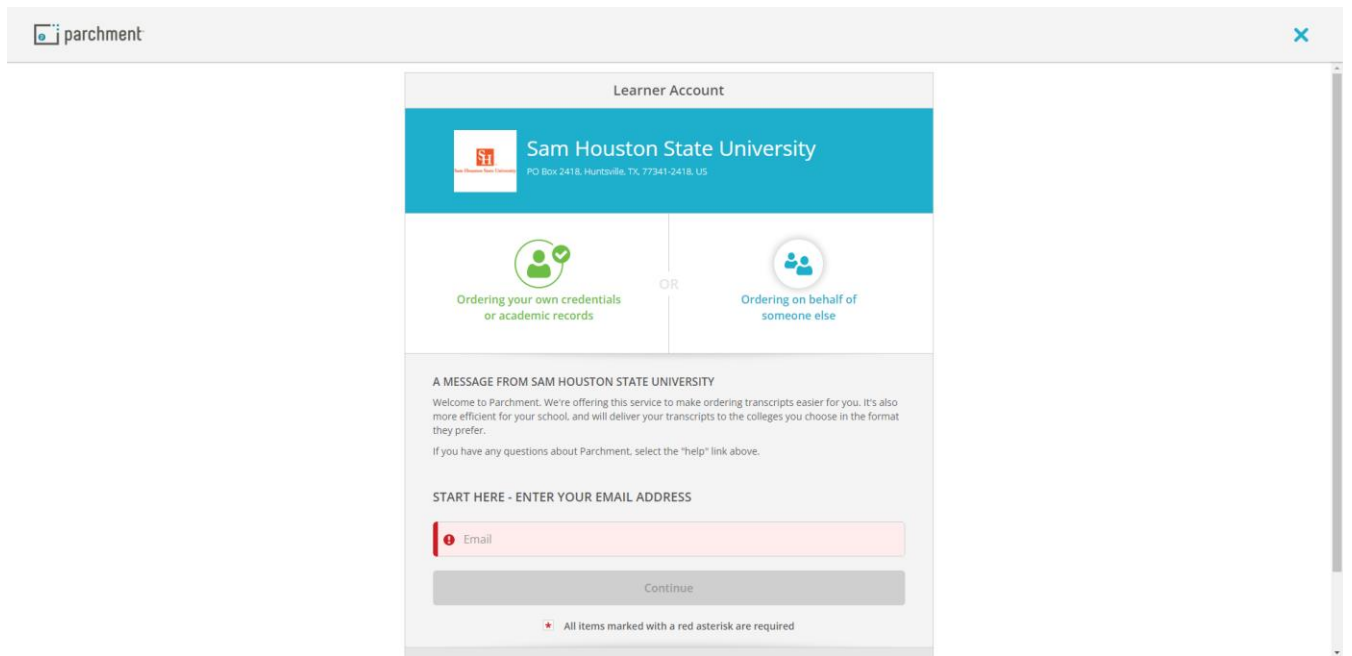
The screenshot shows the Parchment homepage. At the top, there are navigation links: 'CREATE ACCOUNT', 'SIGN IN', and 'CUSTOMER SUPPORT'. Below the navigation is a header with 'parchment' logo and 'Order', 'Who We Serve', 'Resources', and 'About' links. The main heading is 'Turn Credentials Into Opportunities' with a subtext: 'More than 10,000+ members trust Parchment to help turn credentials like transcripts, diplomas or certificates into opportunities.' Below this is a section titled 'ORDER, CLAIM, MANAGE & VERIFY ACADEMIC RECORDS' and a dropdown menu labeled 'I Would Like To...'. There are also links for 'Already have an account?' and 'Sign In'. Below the main content are three categories: 'STUDENTS, PARENTS & THIRD PARTIES', 'SCHOOLS, COLLEGES & ACADEMIC AGENCIES', and 'PROFESSIONALS & OTHER ORGANIZATIONS'. On the right, there is a 'Welcome to Parchment!' message with a 'Tell me a bit about yourself:' section and two buttons: 'I am a student/alumni/parent' and 'I represent a school/organization'. At the bottom, there is a section titled 'Your Milestones, Your Credential Profile' with a circular icon.

3. In the search box enter Sam Houston State University

The screenshot shows the 'Order On Behalf Of Others' page on Parchment. The main heading is 'Order On Behalf Of Others' with a subtext: 'Transcripts, Diplomas & Other Academic Records'. Below this is a 'Get Started' section with instructions: 'First, enter the school name that you would like to order the transcript or another record type from. Then you will be able to specify where it needs to be sent.' There is a search box containing 'Sam Houston State University' and a 'Search' button. Below the search box, there is a dropdown menu showing search results for 'Sam Houston State University' (Huntsville, TX, US) and 'Sam Houston State University College of Osteopathic Medicine' (Conroe, TX, US). There is a 'See All Results' button. Below the search results, there is a section titled 'HOW IT WORKS' with several small images showing the process of ordering transcripts.

ORDER TRANSCRIPTS FOR SOMEONE

- Now select Ordering on behalf of someone else and enter an email address.



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.

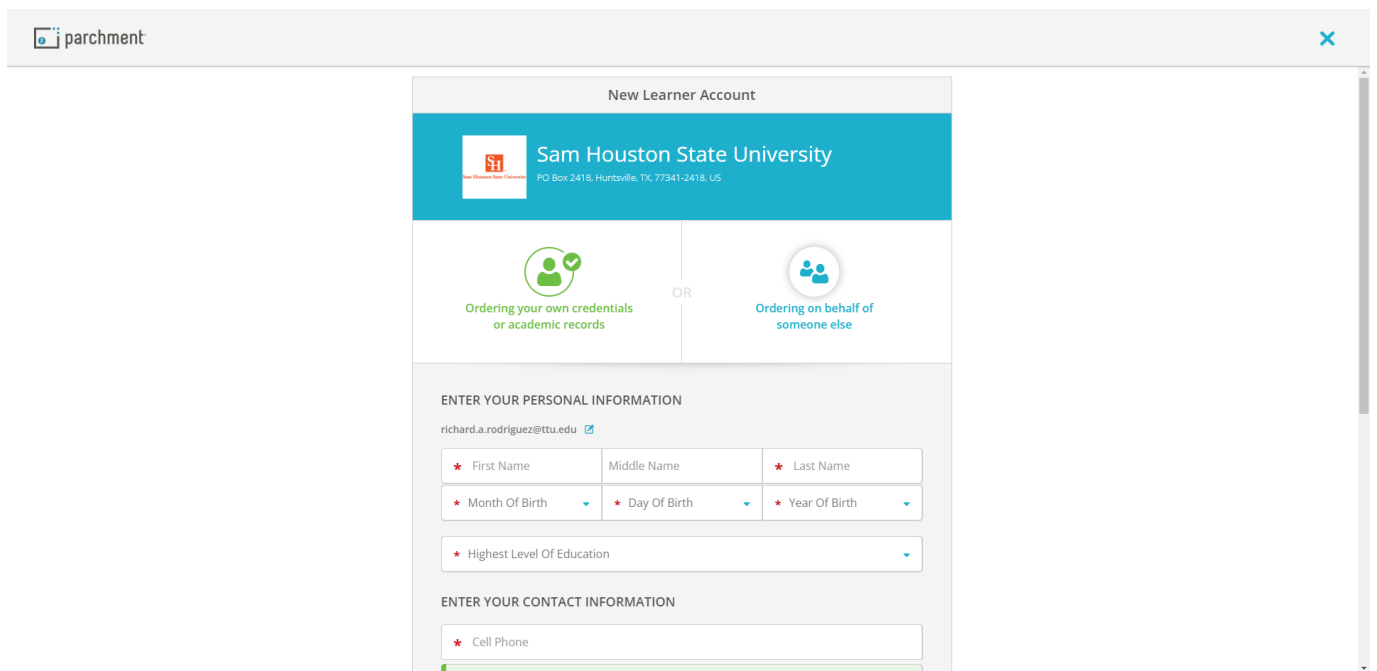
START HERE - ENTER YOUR EMAIL ADDRESS

Email

Continue

All items marked with a red asterisk are required

- Enter information and create an account.



New 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

ENTER YOUR PERSONAL INFORMATION
richard.a.rodriquez@ttu.edu

| | | |
|------------------------------|----------------|-----------------|
| * First Name | Middle Name | * Last Name |
| * Month Of Birth | * Day Of Birth | * Year Of Birth |
| * Highest Level Of Education | | |

ENTER YOUR CONTACT INFORMATION

* Cell Phone

ORDER TRANSCRIPTS FOR SOMEONE

6. You must have a consent for to upload. Then click continue.

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

Is a Third Party Account right for you?

Third Party Accounts are for those who need to order transcripts or academic records on behalf of someone else. Typically, these are verification companies ordering records to verify an individual's credentials or enrollment status.

Additional requirements for ordering on behalf of someone else.

Individual (Learner) Information
You will be asked for information about the learner such as name, other names used while attending, DOB, and perhaps more depending on the record holder's requirements. Please have this info handy.

Learner Consent
[Download Learner Consent form](#)
You may use your own FERPA compliant consent form if already in your possession. (Subject to approval by the record holder)

[I Am Actually Trying To Order My Own Credential](#) [Continue](#)

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

Support: Screen Share [Terms of Use](#) [Privacy Policy](#)

7. Complete form.

YOUR ORGANIZATION INFORMATION

Information about the learner is collected later.

* Your First Name * Your Last Name

* Organization You Work For

* Your Organization Type * Your Role / Job Title

ORGANIZATION CONTACT INFORMATION

* Cell Phone

✓ United States of America

* Address 1

Address 2

* City * State/Province * Postal Code

ACCOUNT INFORMATION


* Password * Retype Password

[CREATE ACCOUNT & CONTINUE](#)

8. Enter confirmation code sent to your email address.

Account Confirmation
Cancel X

To create your account, we need to confirm a
valid email address




We just sent you a confirmation email.

To gain access to your account, please check sbktesttest123@gmail.com and enter the provided registration code below.


Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#) | [Parchment Support](#)

* All items marked with a red asterisk are required.

9. Proceed with filling out the information on the student.



You Selected
CANCEL X




Ordering From

Sam Houston State University

PO Box 2418, Huntsville, TX, 77341-2418, US

Please enter **the Learner's information** below. (The individual you are ordering records for)

| | | |
|--------------------|------------------|-------------------|
| * First Name | Middle Name | * Last Name |
| * Month of Birth ▼ | * Day of Birth ▼ | * Year of Birth ▼ |



Sam Houston State University would like you to provide the following information:

* Is the learner currently enrolled?

Select ▼

* What was your first year of attendance?

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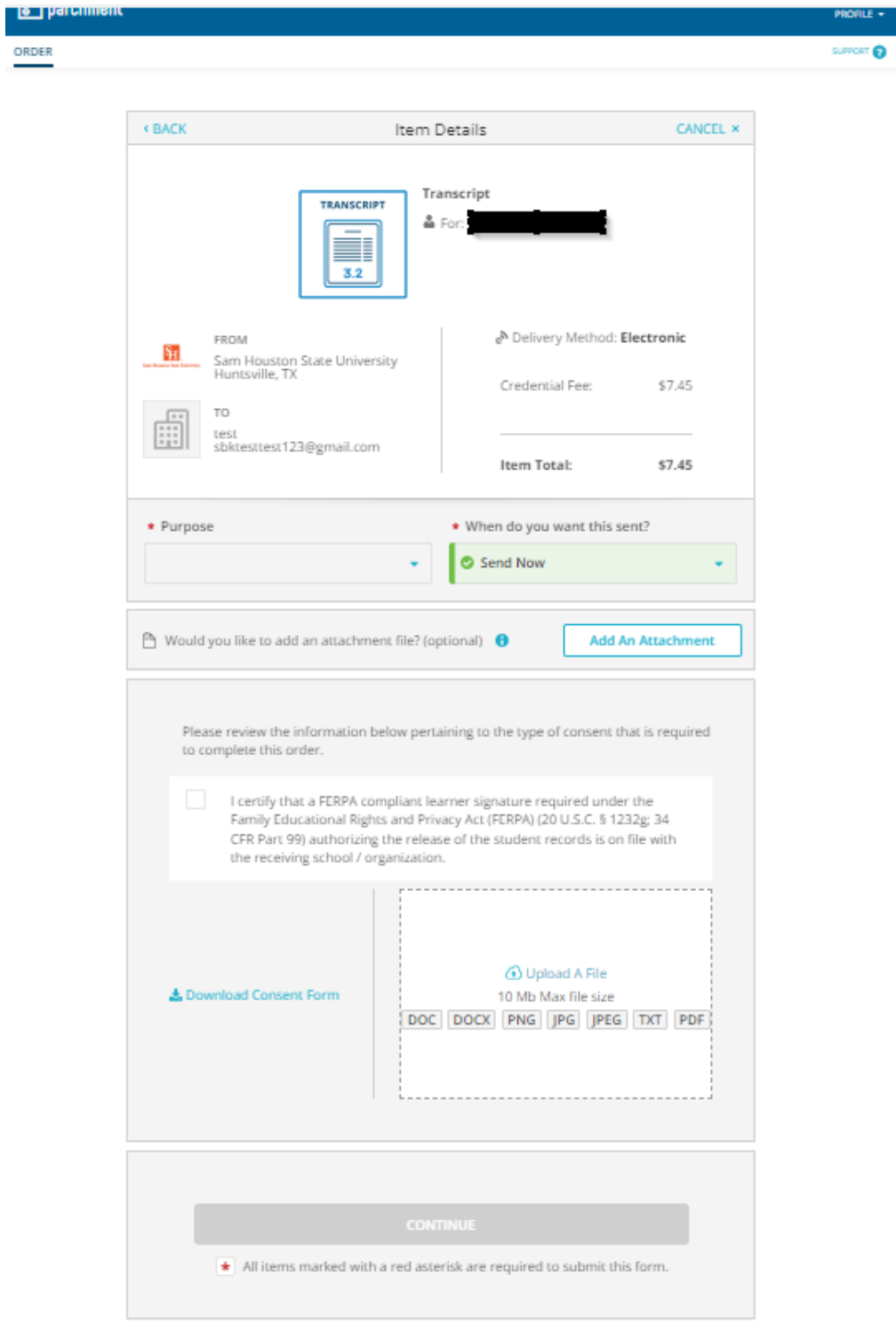
10. Select order now.

The screenshot shows the Parchment interface for ordering transcripts. At the top, the Parchment logo is on the left, and 'PROFILE' and 'SUPPORT' links are on the right. Below the navigation bar, the page title is 'Available Credentials' with a 'BACK' button on the left and a 'CANCEL' button on the right. The main content area features the Sam Houston State University logo and a message: 'The following credentials are available from Sam Houston State University. Start your order by selecting a credential listed below (you can add more later)'. Below this, there is a 'Transcript' credential card. The card includes a 'TRANSCRIPT 3.2' icon, a description: 'An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.', and a green 'Order' button.

11. Select delivery method and continue.

The screenshot shows the 'Set Delivery Destination' page in the Parchment interface. The top navigation bar includes the Parchment logo, 'PROFILE', and 'SUPPORT' links. Below the navigation bar, the page title is 'Set Delivery Destination' with a 'BACK' button on the left and a 'CANCEL' button on the right. The main content area contains the text: 'Your order will be sent from Sam Houston State University to the individual and/or organization at the destination below. Select a delivery method for your order'. There are two delivery method options: 'Electronic Delivered By Email' (with an 'e' icon) and 'Print & Mailed Printed On Paper & Mailed' (with an envelope icon). Below these options is a 'RECIPIENT INFORMATION' section with two input fields for recipient details, both containing redacted information. A green 'Continue' button is located at the bottom of the recipient information section.

12. Fill blanks and upload consent form.



Item Details [BACK] [CANCEL x]

Transcript
 For [REDACTED]

FROM
 Sam Houston State University
 Huntsville, TX

TO
 test
 sbktestest123@gmail.com

Delivery Method: Electronic

Credential Fee: \$7.45

Item Total: \$7.45

* Purpose [Dropdown]

* When do you want this sent?
 Send Now [Dropdown]

Would you like to add an attachment file? (optional) [Add An Attachment]

Please review the information below pertaining to the type of consent that is required to complete this order.

I certify that a FERPA compliant learner signature required under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) authorizing the release of the student records is on file with the receiving school / organization.

[Download Consent Form](#)

Upload A File
 10 Mb Max file size
 [DOC] [DOCX] [PNG] [JPG] [JPEG] [TXT] [PDF]

CONTINUE

* All items marked with a red asterisk are required to submit this form.

13. Then on the next screen enter payment information. You will receive a confirmation email.