



How to Register for a **PARCHMENT** Account

NOTE: Student MUST use a non-RISD email account when setting up their PARCHMENT account.

- 1) Log into your Parchment account at www.parchment.com
- 2) Click on the green button “**CREATE ACCOUNT**”
- 3) Click on **Learner or Parents**
- 4) Fill in the required information-**Do not use your g.risd.org email account (Use your personal email).**
- 5) Select, “**No**, I do not want to be discovered by colleges and scholarship programs looking for students like me.”
- 6) Click on **Sign Up**
- 7) A “**Confirmation Code**” will be emailed to the student.
- 8) Have the student check their email and enter in the “**Confirmation Code**” & hit **Submit**
Have student’s write down their username (email address) and password (that they create) and keep it in a safe place.
- 9) Click the (+) “**Start by Adding a School or Organization** you attend.”
- 10) In the “Search by High School or College Name Box” type **BERKNER HIGH SCHOOL**
- 11) Click the **Search** button
- 12) Click **Add**
- 13) Under Enrollment Status, select “**Currently Enrolled.**”
- 14) Select **Gender**
- 15) Under Earliest Year select **2017** & Expected Grad Year select **2021**
 - i. FERPA Privacy Rights: Click “I do waive my right to access.”
 - ii. **Uncheck** “I authorize a copy of my credential(s) to be stored in my Parchment account.
 - iii. **Hit Consent & Request.**

If a student is asked this information refer to the steps below:

iv. If you are under 18, click the bottom two boxes

If you are over 18, click the bottom box.

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).
 I have my parents' or legal guardians' permission to create this Parchment account
 I agree to the Parchment [terms of use](#) and [service agreement](#) Let's go!

v. Click “I agree to the “Parchment Terms of Use and Service Agreement.”

16) Watch this video so that you can get an overview of how to order your Final Transcript.

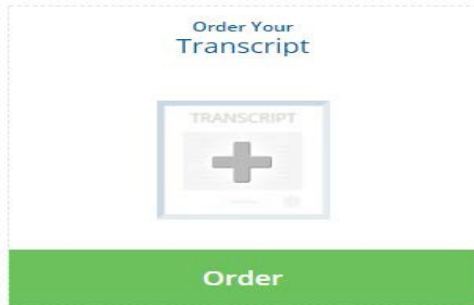
a. Video Link: [HOW TO ORDER TO YOUR FINAL TRANSCRIPT](#)

17) Continue below for step-by-step written instruction on how to order your Final Transcript.



How to Order a Final Transcript on **PARCHMENT.com**

1) Order your Transcript. Click on the green “Order” button.



2) Select a destination

- a. If you are planning on going into the **workforce** after graduation, you must request a final transcript delivered to your email or home address, choose “**Enter Order Details**” and fill in your address information.
- b. If you are planning on going to a **college or university** after graduation, type in the name of the college or university and click Search. If you cannot find the location of your college or university, scroll down and click the blue button “Enter Your Own.”
- c. The counseling staff strongly encourages **all students** to order a personal copy of your transcript to be emailed or mailed to your home.

Select a Destination

Where would you like to send your credential?

 An Academic Organization, Admissions Office, Business, or Other Organization.

OR

 Yourself or Another Individual

[Advanced Search](#)

3) Use the pull-down: “When do you want this sent?” Select **Hold for Grades**. Your Final Transcript will be sent once your graduation date has been posted to your transcript. *Note: Processing and delivery of transcripts to your institution may take up to three weeks.*



Delivery Method: **Electronic**

Credential Fee	\$4.15
Item Total	\$4.15

TO
University of Washington
Office of Undergraduate Admissions
Seattle, WA, 98195-5852

When do you want this sent?
Hold for Grades

Application Tracking Number (optional)

4) If you sent your transcript to a college/university, you still need to send one to yourself. Hit “**Add Another Destination**”

5) If you sent your transcript to a college/university, you still need to send one to yourself; provide consent

and Hit **Continue**. Click Add Another Item [+ Add another item](#) Next, click on Add another Item from Berkner High School.



6) Click **Order**; Select I'm Sending to Myself or Another Individual; Select I am sending this to Myself or Another Individual. **Select I am Sending this Order to Myself.**



7) Use the pull-down to select “**Hold for Grades**” and Hit Continue.

8) Review your order again, then hit **Continue**

9) Enter payment information and Select **Submit Payment**

10) Print a copy of your receipt

11) Click on **Profile**

12) Select **Sign Out**

If you have additional questions, please contact Olga Contreras via email Olga.Contreras@risd.org (Student's Last Name A-L) or Rebecca Casey (Student's Last Name M-Z) via email Rebecca.Casey@risd.org