

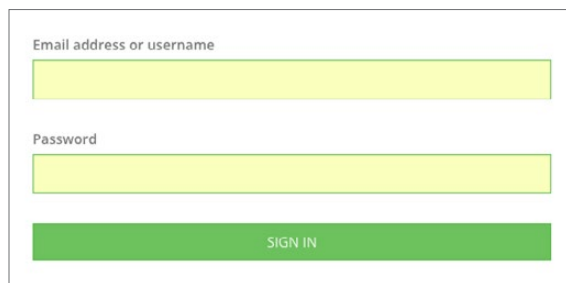
# Order your final transcript now

Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then place your order now. Your transcript won't be sent until your final grades are on it. Why wait?

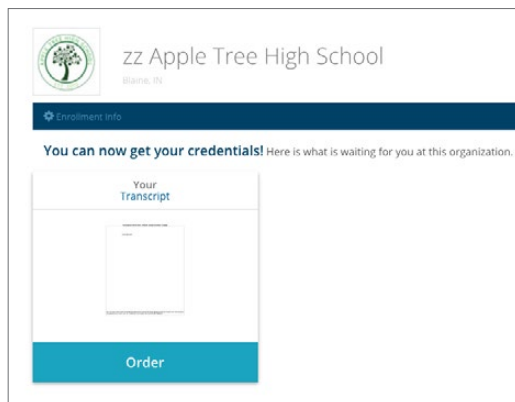
## TO ORDER YOUR FINAL TRANSCRIPT:

1. [Sign in](#) to your Parchment account.
  - If you forgot your password, no problem! Simply click the [Forgot Password](#) link to reset it.
  - If you don't have a Parchment account yet, [create an account](#) now.



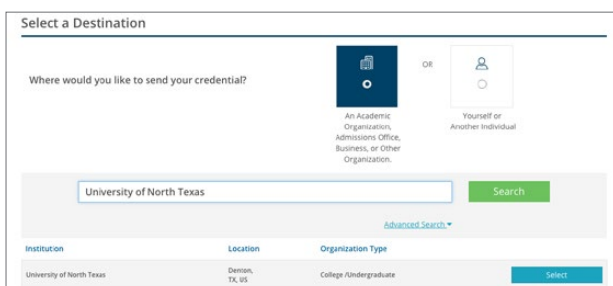
A sign-in form with two input fields: "Email address or username" and "Password". Below the fields is a green button labeled "SIGN IN".

2. Click **Order**.



A screenshot of the Parchment transcript order page. It features the school logo and name "zz Apple Tree High School, Blaine, IN". Below the header, it says "You can now get your credentials! Here is what is waiting for you at this organization." There is a placeholder for "Your Transcript" and a blue button labeled "Order".

3. Search for the destination that you want to send your final transcript to. When you find it, click **Select**.



A screenshot of the "Select a Destination" screen. It asks "Where would you like to send your credential?" and provides two options: "An Academic Organization, Admissions Office, Business, or Other Organization" (selected) and "Yourself or Another Individual". Below the options is a search bar with "University of North Texas" entered and a green "Search" button. At the bottom, there is a table with columns for "Institution", "Location", and "Organization Type".

Institution	Location	Organization Type
University of North Texas	Denton, TX, US	College/Undergraduate


A blue "Select" button is located at the bottom right of the table.

4. Under **When do you want this sent?**, select **Hold for Grades**. This means the transcript won't be sent until this semester's grades are on it. Click **Save & Continue**. You'll click **Save & Continue** again after reviewing your order.


**Order Details**

Your order has NOT been placed yet.

Item(s) being ordered:




**FROM**  
zz Apple Tree High School  
Blaine, IN



**TO**  
Cristin Dee  
cdtest1@parchment.com

[Delete this item](#)



**Transcript**  
Delivery Method  
Electronic

When do you want this sent?

☒ Send Now

☐ Hold for Grades

Application Tracking Number (optional)

[+ Add Another Destination](#)

Credential Fee	\$0.00
Shipping / Handling	\$0.00
<b>Item Total</b>	<b>\$0.00</b>

Total Credential Fees	\$0.00
Total Shipping / Handling	\$0.00
<b>Order Total</b>	<b>\$0.00</b>


[Save & Continue](#)

5. Give consent and click **Save & Continue**. On the next screen, you'll enter payment information and you're done!

**Provide Consent**

I authorize Parchment to release my academic credentials from zz Apple Tree High School to the destinations I select.

Sign here with mouse or finger:



[Clear Signature](#)

Type Name:

☒ I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

[Save & Continue](#)

#### A FEW RESOURCES

[Download the Parchment guide to ordering transcripts](#)

[Watch the ordering video](#)

[Watch the tracking video](#)