1. Go to [www.msmary.edu/transcripts](http://www.msmary.edu/transcripts)

2. Select the “Login to the Parchment Exchange” link anywhere on the page.

3. Select the “Create Account” button

4. Enter as much personal information as you can. Remember, the red text is there to help you; read carefully. If you’re still missing exact information, make an educated guess. *If you do not know what your MSM Student ID is, please enter 999999 (six nines).*
5. Once you've created and logged into your Parchment account, you can begin the process of sending a transcript. The first step of the process is selecting your recipient. Choose an option from the drop down menu on the Select Documents Page.

**NOTE:** If you are sending your transcript to an organization, please do not look up the location using Parchment. Select “Send my Transcript to Organization”, click “next”, and then click “continue” on the following page.
6. Select the type of product you'd like to request. Options are explained below:

   a. **eTranscripts**: delivered as an electronic document to the recipients specified email address.
      i. This option is available to students who graduated after 1990.
      ii. You may attach additional documents to be included in the envelope.

   b. **Paper Transcript – Mailed**: mailed through the United States Postal Service.
      i. This option is available to all students, regardless of graduation year.
      ii. You **cannot** attach additional documents to be included in the envelope.

   c. **Paper Transcript – Pickup**: held in the Office of the Registrar, Emmitsburg Campus.
      i. This option is available to all students, regardless of graduation year.
      ii. You may attach additional documents to be included in the envelope.
7. Enter any mailing or email information required. Then select your order options:
   a. Transcript type:
      i. Undergraduate Only
      ii. Graduate Only
      iii. Both – for students who attended the Mount for Undergraduate/Graduate School
   b. Enrollment Status: select the option that fits you
   c. Processing Time:
      i. Now – send the transcript as soon as possible
      ii. Hold for degree – for students who need to wait for a conferral date
      iii. Hold for grades – for students who want to wait until semester grades are posted
   d. Mailing Method: double check to make sure this is the method you’d like to use
   e. Recipient Name
   f. Attachment (optional): this option is available for students to include additional required paperwork in the sealed envelope with their transcript. It is available only for students selecting the eTranscript or Pickup options. Click “Choose File”, select the file you’d like to upload, and click “ok” to attach it to your order.
   g. Purpose for Transcript (optional)
   h. Quantity: you may request up to three transcripts in one order. Additional transcripts should be requested with additional orders.
   i. Click “continue” after reviewing your order options.

8. Review your shopping cart.
   a. You can repeat the process by selecting “continue shopping”
   b. Click “checkout” to continue in the ordering process

9. Read and review your FERPA Rights carefully. Consent is required to release your records.

10. Review your order and click “confirm”.

11. You can track your order at any time by viewing information in the “Order Status” tab at the top of the Parchment screen.

For any questions or concerns, please review our Transcript Fact Sheet and FAQs available online at [www.msmary.edu/transcripts](http://www.msmary.edu/transcripts).