



Ordering Your Transcript: New User Picture Tutorial

1. Go to www.msmary.edu/transcripts
2. Select the “Login to the Parchment Exchange” link anywhere on the page.
3. Select the “Create Account” button

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign In.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

NOTE: Please use either Mozilla Firefox or Google Chrome as your Internet source.

NEED HELP? Visit [Parchment Support](#). You will need the Order or Document ID from this email to [submit a support ticket](#).

Create Account

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#) **Sign In**

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.

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Send my Transcript to:
Select Destination Type ▼

Next

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.

Send my Transcript to:
Organization (college, employer, scholarship fund, e ▼

Yes! Do this part.

Destination Lookup




e.g. Name of college, employer, scholarship fund, etc. Next

NO! Do not use this.

[Advanced Search](#)

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.

Select Product Type

	eTranscript If you entered the Mount before 1990, you must use the Paper Transcript - Mailed option. Order an official, certified PDF of your transcript. Orders are generally processed within a few business days...	\$0.00
	Paper Transcript - Mailed Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). This is the only option...	\$0.00
	Paper Transcript - Pickup Order an official paper copy of your transcript for pickup in the Registrar's Office. Orders are generally processed within a few business days (Allow additional processing time for high volume...	\$0.00

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.

The screenshot shows the 'Order Options' form with the following fields and options:

- Transcript Type?**: A dropdown menu with 'Both' selected.
- Enrollment Status**: Two buttons, 'Current Student' (highlighted in green) and 'Former Student'.
- Processing Time**: Three buttons: 'Now' (highlighted in green), 'Hold for Degree', and 'Hold for Grades'. Below these buttons is the text 'Holds are for current term only'.
- Mailing Method**: A button labeled 'Pick-up' (highlighted in green).
- Recipient Name***: A text input field.
- Attachment (Optional)**: A 'Choose File' button, the text 'No file chosen', and the text 'Upload supporting document'.
- Purpose for Transcript (Optional)**: A dropdown menu with '--' selected.
- Quantity**: A text input field with '1' and a red asterisk followed by '(Max: 3)'.

Red arrows labeled A through I point from the left margin to the corresponding fields: A points to Transcript Type?, B to Enrollment Status, C to Processing Time, D to Mailing Method, E to Recipient Name, F to Attachment (Optional), G to Purpose for Transcript (Optional), H to Quantity, and I to the 'Continue' button at the bottom right.

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.