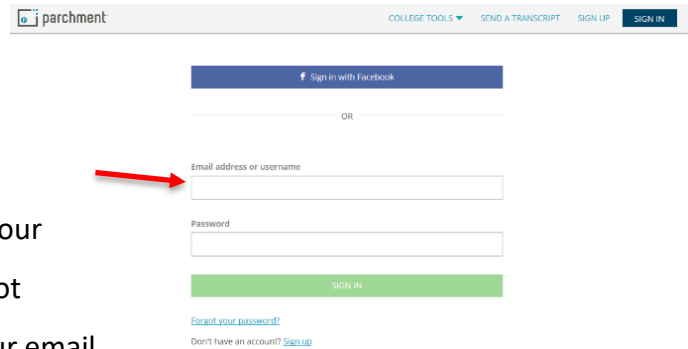


Sending Your Transcripts through Parchment

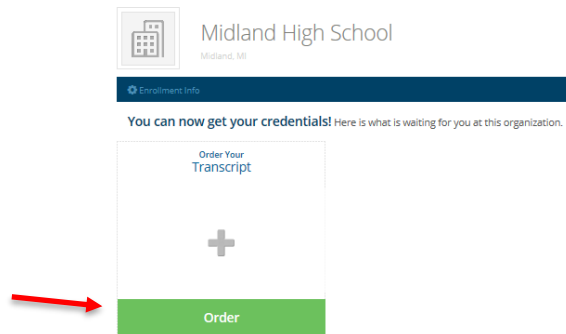
1. Go to: www.parchment.com

2. Sign in:

- Use your personal email address
- Create your own password **or** it might be your first initial and school ID. If not, click “forgot your password” and one will be sent to your email.



3. Click on the green “Order” button to **order your transcript:**

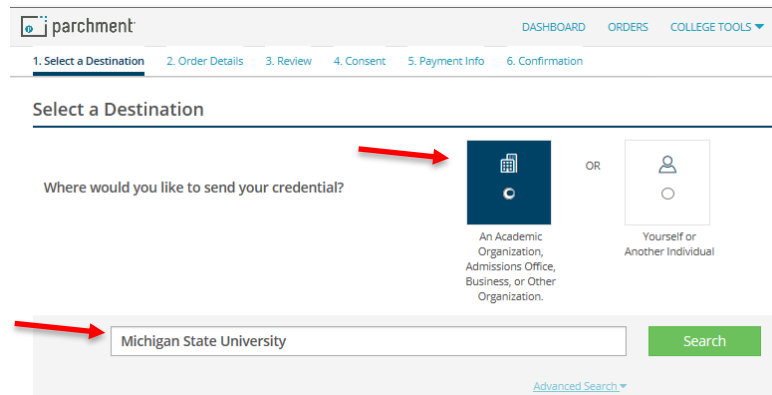


4. **Select A Destination:**

Where would you like to send your credential?

- Click: “An Academic Organization, Admissions Office, Business, or Other Organization”

- Enter Institution Name
Ex: Michigan State University



- Click: “Search”

5. A list of Institutions with that name appears. Click the “Select” button next to the correct Institution:

Where would you like to send your credential?

Michigan State University

Institution	Location	Organization Type	
Michigan State University	East Lansing, MI, US	College / Undergraduate	Select
Bisk Education for the benefit of Michigan State University	Tampa, FL, US	College / Undergraduate	Select

Add this college to my list

6. **Order Details:** Edit, Remove, or Add Another Destination

- Select “Delete this item” to remove a Destination
- Select “Add Another Destination” to send transcript to more than one Institution; there is no limit

Your order has NOT been placed yet.

Item(s) being ordered:

FROM: Midland High School, Midland, MI

TO: Michigan State University, Office of Undergraduate Admissions, East Lansing, MI, 48824-2604

When do you want this sent? Send Now

Application Tracking Number (optional)

Transcript Delivery Method: Electronic

Delete this item

+ Add Another Destination

Credential Fee \$0.00
Shipping / Handling \$0.00
Item Total \$0.00

Total Credential Fees \$0.00
Total Shipping / Handling \$0.00
Order Total \$0.00

Save & Continue

- When you are finished selecting all of your Destinations click “Save & Continue”

7. **Please Review Your Order**

- If you need to make a change, select “Edit Order”
- If your order is correct, select “Continue”

Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

FROM: Midland High School, Midland, MI

TO: Michigan State University, Office of Undergraduate Admissions, East Lansing, MI, 48824-2604

Processing Time: Send Now

Transcript Delivery Method: Electronic

Edit Order

Credential Fee \$0.00
Shipping / Handling \$0.00
Item Total \$0.00

Total Credential Fees \$0.00
Total Shipping / Handling \$0.00
Order Total \$0.00

Continue

8. **Provide Consent**