
Order Your Final Transcript Student Guide

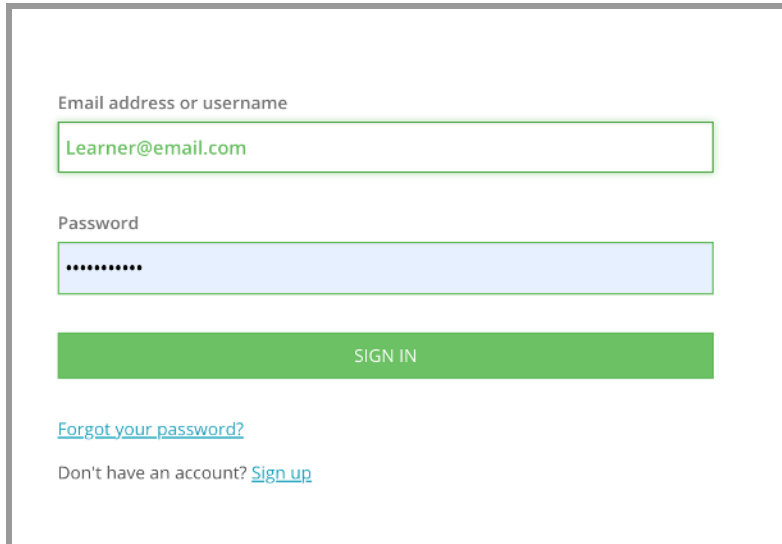


Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then [place your order now](#). Your transcript won't be sent until your grades are finalized and updated on your transcript. Why wait?

TO ORDER YOUR FINAL TRANSCRIPT

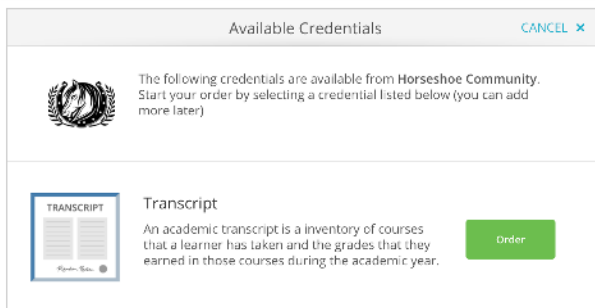
- [Sign in](#) to your Parchment Account.
 - If you forgot your password, no problem! Simply click the [Forgot Password](#) link to reset it.
 - If you don't have a Parchment Account, click on [Sign Up](#) to create one now.



The screenshot shows a sign-in form with the following elements:

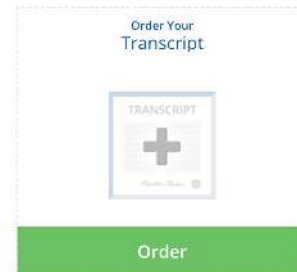
- Label: "Email address or username"
- Input field: "Learner@email.com"
- Label: "Password"
- Input field: "*****"
- Button: "SIGN IN" (green)
- Link: "[Forgot your password?](#)"
- Link: "Don't have an account? [Sign up](#)"

- Once signed in you will locate [Transcript](#) and select [Order](#) from either the list view or tile view.



The screenshot shows the "Available Credentials" page with the following elements:

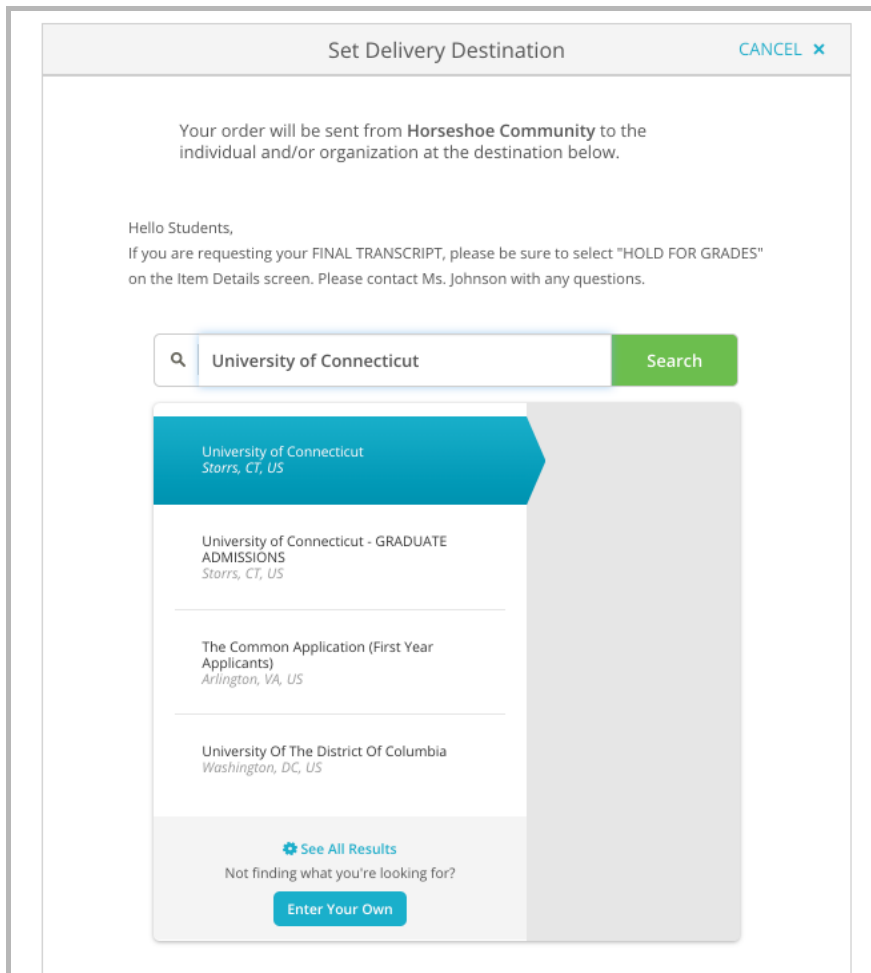
- Header: "Available Credentials" and "CANCEL x"
- Text: "The following credentials are available from Horseshoe Community. Start your order by selecting a credential listed below (you can add more later)." with a Horseshoe Community logo.
- Item: "Transcript" with a description: "An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year." and an "Order" button.



The screenshot shows a tile for "Order Your Transcript" with the following elements:

- Header: "Order Your Transcript"
- Image: A transcript icon with a plus sign and the word "TRANSCRIPT".
- Button: "Order" (green)

- **Search** for the destination that you want to send your Final Transcript. **Click** on the name in the list.
 - If the recipient is not found in the list you can manually enter in an email address, by Selecting **Enter Your Own**.



Set Delivery Destination CANCEL ✕

Your order will be sent from **Horseshoe Community** to the individual and/or organization at the destination below.

Hello Students,
If you are requesting your FINAL TRANSCRIPT, please be sure to select "HOLD FOR GRADES" on the Item Details screen. Please contact Ms. Johnson with any questions.

Search

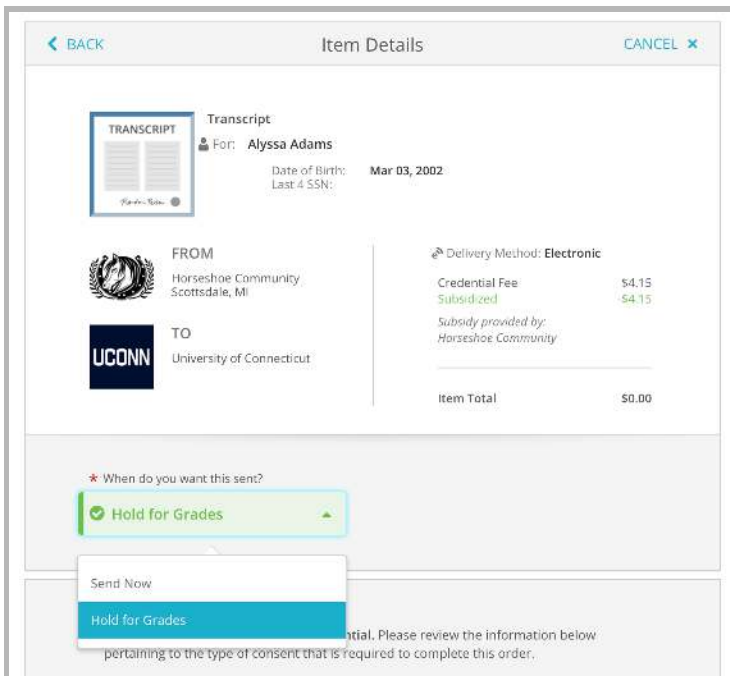
- University of Connecticut
Storrs, CT, US
- University of Connecticut - GRADUATE ADMISSIONS
Storrs, CT, US
- The Common Application (First Year Applicants)
Arlington, VA, US
- University Of The District Of Columbia
Washington, DC, US

[See All Results](#)

Not finding what you're looking for?

Enter Your Own

- On the Item Details screen choose **HOLD FOR GRADES** from the “When do you want this sent?” dropdown menu.



Item Details

Transcript

For: **Alyssa Adams**

Date of Birth: **Mar 03, 2002**
Last 4 SSN:

FROM
Horseshoe Community
Scottsdale, MI

TO
UConn
University of Connecticut

Delivery Method: **Electronic**

Credential Fee	\$4.15
Subsidized	-\$4.15
Subsidy provided by: Horseshoe Community	
Item Total	\$0.00

* When do you want this sent?

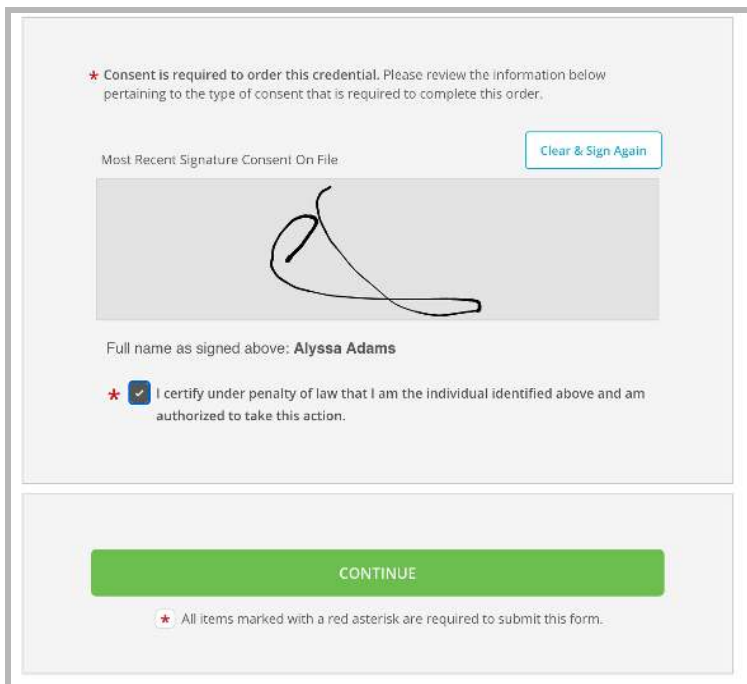
Hold for Grades

Send Now

Hold for Grades


... Please review the information below
pertaining to the type of consent that is required to complete this order.

- Complete the consent section and click **CONTINUE**.



* Consent is required to order this credential. Please review the information below
pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File Clear & Sign Again



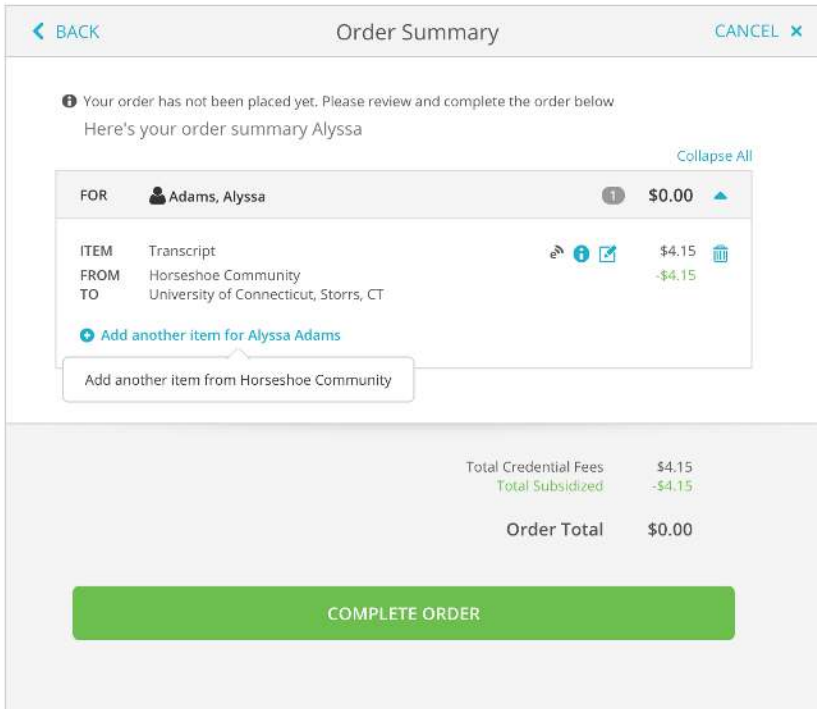
Full name as signed above: **Alyssa Adams**

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

CONTINUE

* All items marked with a red asterisk are required to submit this form.

- Are you sending your Final Transcript to more than one location? Select the [Add another item](#) link to select another destination prior to checking out.
- Once you are ready to check out, select [COMPLETE ORDER](#).



Order Summary

Your order has not been placed yet. Please review and complete the order below
Here's your order summary Alyssa

[Collapse All](#)

FOR	Adams, Alyssa	1	\$0.00	▲
ITEM	Transcript	e	\$4.15	🗑️
FROM	Horseshoe Community			
TO	University of Connecticut, Storrs, CT		-\$4.15	

[Add another item for Alyssa Adams](#)

Add another item from Horseshoe Community

Total Credential Fees	\$4.15
Total Subsidized	-\$4.15
Order Total	\$0.00

[COMPLETE ORDER](#)

- Your order will be processed by your school once final grades are released and transcripts are updated.