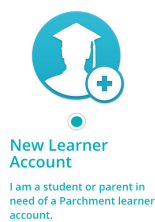


Parchment Transcripts

HOW TO CREATE A NEW ACCOUNT

1

Make sure the **New Learner Account** bubble is selected.



2

Then select the **I do not have a registration code** bubble.

- I do not have a registration code (provided by my school)
 I have a registration code

Note: on rare occasions, Fusion will give you a registration code. If you have one, select **I do have a registration code** and enter your code. This allows you to skip parts of the registration process that have already been added for you.

3

Next, fill in the information.

Note: If the Student is older than 18, they can request their own transcript, otherwise a parent or legal guardian will have to request it for them.

I am a parent / legal guardian

Student's First Name	Student's Middle Name	Student's Last Name
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Doe"/>

Student's Date of Birth

May 1999

Parents cannot order on behalf of children 18 or over

Insert the name of the **person filling out the transcript request** here:

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert the date of birth of the **person filling out the transcript request** here:

Date of Birth

MM DD YYYY

4

You will be able select an option for the statement “I am interested in colleges and scholarship programs discovering me through Parchment.”

- If you select “Yes”, you will be required to fill out additional profile information such as GPA, test scores, etc. in order to be matched with colleges and scholarship programs.
- If you select “No” (our recommendation), you will be able to move on to the next step with out entering additional profile information.

I am interested in colleges and scholarship programs discovering me through Parchment

Select an Option

5

Once all of the information is filled out, click **sign up**.

SIGN UP

6

You will be sent an email with a verification code shortly. Please enter the confirmation code in the box and click submit.

Nearly There.

We emailed a verification code to elundell@fusionacademy.com

Please enter the code below

Confirmation Code

Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#)

7

Finally, pick your privacy settings. This setting is for students who request a teacher recommendation to be sent through this site.