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.

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

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 without entering additional profile information.

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

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