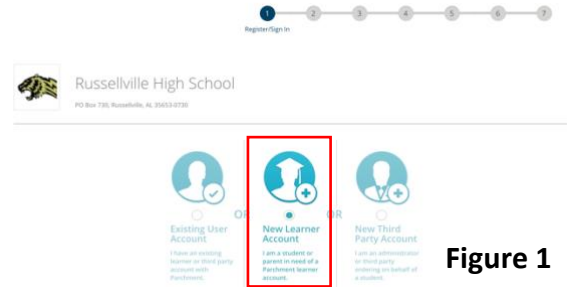


# How to Create an Account and Order Transcripts Through Parchment

First, you'll need to create an account for Parchment.

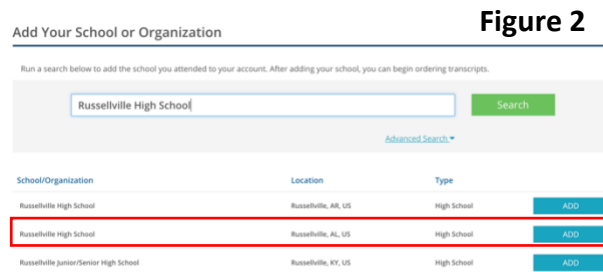
If you do not have an account already you'll click the middle option on the homepage as seen in **Figure 1**.



**Figure 1**

Once you've clicked that, you'll need to fill out the information at the bottom of the screen. If you are a STUDENT, you'll provide all of your information, including email and creating a password. If you are a PARENT, you'll click "I am a Parent or Legal Guardian." Fill out the information for your student and click SIGN UP. Once you have signed up, you'll need to check the email for the verification code that they sent you.

Now that you have your account set up, it's time to order a transcript! But first, you need to add Russellville High School as the school you went to. You'll need to type "Russellville High School" in the school search bar on Parchment. Then you'll need to select the **CORRECT** Russellville High School as seen in **Figure 2**.



**Figure 2**

You will then continue to fill out your information. Be sure to READ the FERPA Privacy Rights and then select the options that applies to you. Then click "CONSENT AND REQUEST."

Now, you can finally order your transcript. You'll need to fill out who you'd like it to go to, how you would like it to be sent, and then finish the order out. It should be like ordering your favorite pair of shoes now. Just enter your payment info and go!

If you need any further help, go to <https://parchmentsupport.force.com/> for more info on transcripts from Parchment.