

Requesting transcripts through the Parchment Storefront

Accessing the Parchment Storefront

The link for students to access the Parchment Storefront is

[Syracuse University Transcript Request System \(Parchment\)](#)

Self-Register Users will need to select Sign In or Create Account at this time.

Log-in or Register Screens

SYRACUSE UNIVERSITY


1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Create Account

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#)

Sign In

NOTE: If you have already created an account, please [login](#).

Information

Red Asterisked Items under the Authentication Details section must match exactly in order to verify your identity within our system. All other items will be used to authenticate your identity. Please complete the entire form. Email Address and Password are required to create an account.

NOTE: If you have already created an account, please login.

Address Details

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	*(Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Please select ..."/>	*
Post/Zip Code:	<input type="text"/>	*
Country:	<input type="text" value="United States"/>	*
Telephone:	<input type="text"/>	*(eg. 555-555-5555)

Authentication Details

Date of Birth: / / *

Year Graduated or Year Last Attended:

Degree Received or Degree Sought:

Name While Attending:

Title:

First Name: *

Middle Name:

Last Name: *

Suffix:

Dates Attended: to

Last 4 SSN: (eg. 1234)

Student ID: Student ID

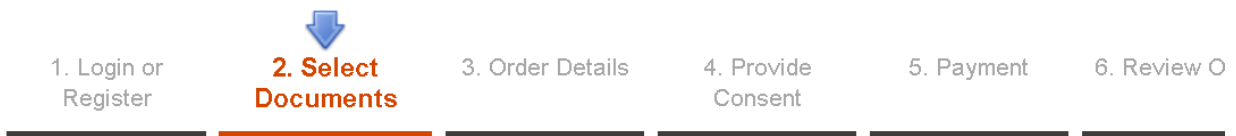
Program:

Login Details

Email Address: *

Confirm Email:

Select Documents Page



Where would you like your document(s) sent?

Start by searching for your destination:

Institution Name, Acronym, Location, or Email

Or [Send to Yourself, Another Individual, or Third Party](#)

Select Destination Type




On this page the requester will choose one of three destination types for their request:

1. A university or college (selected in the box), search
2. To the requester
3. Please Note: To a third party

Select Documents Type

This page displays the documents/products that are available for the requester to choose from.

Select Product Type

	eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...	\$12.00
	Paper Transcript - Mailed Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$12.00
	Paper Transcript - Pickup Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$12.00

Program

Delivery Mode

Electronic

Processing Time 

Now

Type "Project Advance" here

Recipient Name*

Email Address*

Enter the recipient's email address for delivery

Attachment (Optional)

Choose File No file chosen

Upload supporting document

Fill out again if requesting multiple transcripts

Purpose for Transcript (Optional)

Program

Delivery Mode

Electronic

Processing Time 

Now

Recipient Name*

Email Address*

Enter the recipient's email address for delivery

Attachment (Optional)

Choose File No file chosen


Upload supporting document

Purpose for Transcript (Optional)

Order Details (Shopping Cart Contents)

After filling in all of the required information and selecting Add to Cart, the requester is brought to the Order Details (Shopping Cart Contents) page. Here the requester can select Continue Shopping to add more documents to their order or select Checkout to proceed.

Your Shopping Cart Contents

Total Items: 1 Amount: \$12.00			
Qty.	Document Name	Unit	Total
1	 eTranscript	\$12.00	\$12.00
Remove			
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - Mary DiMura			
Email Address - mrd@gmail.com			
Document Date - 12/04/2017 18:31:50			
Sub-Total: \$12.00			




[Update Shopping Cart](#) [Continue Shopping](#) [Checkout](#)

After the requester selects Checkout they are brought to the Provide Consent page where they will see either the FERPA Received page or the FERPA Notice page which must be completed.

Payment Page

After providing consent, the requester is presented with the information regarding the payment provider (Authorize.net) and is also given a chance to adjust their Billing Address. Please note: Parchment never collects credit card information. The requester is redirected to the payment provider where they enter their credit card information for pre-authorization.

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CW Number ([More Info](#)):

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

Mary DiMura
123 Main Street
Syracuse, NY 13212
United States

Change Billing Address

Review Order (Checkout confirmation page)

The requester is prompted to confirm their billing address information and the document(s) requested. The requester is then redirected to Authorize.net to pre-authorize their credit card.

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$12.00	\$12.00
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - Mary DiMura			
Email Address - mrd@gmail.com			
Document Date - 12/04/2017 18:31:50			
Purpose For Transcript - Financial			
Sub-Total:			\$12.00
Total:			\$12.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

Back

Confirm

Checkout Success Page

After successfully pre-authorizing their card with the payment provider the requester is brought to the Checkout Success Page. The requester also received a receipt email and can track the status of the order.

Status History & Comments

Date	Order Status	Comments
12/04/2017	On Hold	Document 107468 updated: There is a hold on your request. Please contact the Registrar's Office to resolve your hold. Document updated to Processing
12/04/2017	Pending	Processing Document #107468
12/04/2017	Pending	Thank you for your document request