



Order a Transcript/Enrollment Verification as a Former Student

Overview

With the University's Transcript/Enrollment Verification Ordering service, students with active University Computing Accounts and former students can securely request and pay for services including official PDF eTranscripts. This document describes how former students can login to a secure account, then order and pay for eTranscripts. To order these documents you must first have created an account using the *Create a Transcript/Enrollment Verification Ordering Service Account* help sheet.

Notes:

- a. You can also use this process to order and pay for paper transcripts as well as paper or electronic enrollment verifications.
- b. You can attach personalized documents (including a cover letter, resume, or other documents) to your order before sending it to third parties such as prospective employers.

Log In

Note: If you are a former student and just created an ordering account, you may skip the Log In instructions and move to the next section.

1. Go to <http://www.registrar.pitt.edu/transcripts.html>, read the information on this Web page, then under the *I'm a Former Student/Graduated Before 2015 Spring* column, click the **Order Transcript** or **Order Enrollment Verification** button.

I'm a Former Student / Graduated Before 2015 Spring

Order Transcript

Order Enrollment Verification

- This will navigate you to the University of Pittsburgh's Parchment landing page. On this page you can sign in by clicking the [log in or create new account](#) link or you can click on **Sign In** in the top right hand corner of the page.

Home | [Support](#) | [Contact Us](#) Shopping Cart: \$0 | [Sign In](#)



1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

University of Pittsburgh Transcript / Enrollment Verification Ordering Service
Welcome, would you like to [log in or create a new account](#)?

To request a transcript or enrollment verification, 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 or enrollment verifications online and track the status of your orders.

Note: If you have not created an account yet, please refer to the *Create a Transcript/Enrollment Verification Ordering Service Account* help sheet.

- You are then directed to the Login or Register page. Since you have already created an account, you will be using the **Returning Users** section of the page. From here, enter the email address you have used to create the account as well as the password, then click **Sign In**.

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#)

Note: If you have forgotten your password, click the [Forgot your password](#) link and follow the step-by-step instructions.

- You will be logged in to the service.

Place an Order

To place an order for a transcript:

1. Click **Order Now!**

Request that your official transcript be delivered to any valid email address via secure, certified PDF. Orders can now be made online, without standing in a line... It's fast, very user-friendly, and secure!

[Order Now!](#)

Through this service, students can also order:

- Enrollment verifications to be delivered to any valid email address via secure, certified PDF
- Paper transcripts or paper enrollment verifications sent via first-class mail or rush delivery (additional fees apply for rush delivery)
- [Click here for a full list of documents that may be ordered](#)

2. Click the link of the item you wish to order.

Note: You can choose from four different options.

University Documents

Please select the document type that is appropriate for you and your intended recipient.

	eTranscript Order a secure, certified PDF of your transcript. The certified PDF of your transcript contains a digital signature and other security features; therefore, it must be opened with Adobe Reader...	\$5.00
	Paper Transcript - Mailed Order a paper copy of your official transcript. Orders are generally processed within 1-3 business days (up to 3-5 days for high volume periods). You may choose one of the following delivery options...	\$6.00
	Enrollment Verification - Electronic To maintain the academic integrity of the enrollment verification as well as the student, if this enrollment verification is printed, it will read VOID-VOID-VOID as a background image. Orders are...	\$3.50
	Enrollment Verification - Mailed ** Only students who have attended the University of Pittsburgh since Fall 2005 can order an enrollment verification. Order a paper copy of your enrollment verification. Orders are generally...	\$3.50

- Provide all of the Order Details, then either choose **Add Another Item** or **Continue**. Be sure to fill out the ***Required** fields. You may also upload any attachments you feel necessary.

Order Options

Transcript Tracker™
399,455 know. Will You?

View when and where your transcript has been opened on a map in real time. Utilize the ultimate in state-of-the-art technology available on the market to allow you to track your PDF transcripts once sent to a potential recipient. [More Info...](#)



Terms of Use

Delivery Mode	<input checked="" type="button" value="Electronic"/>
Transcript Tracker	<input type="button" value="Enabled \$1.99"/> <input checked="" type="button" value="Disabled"/> <p style="font-size: small;">Enable Real-Time Global Tracking on Your Transcript</p>
Processing Time ⓘ	<input checked="" type="button" value="Now"/> <input type="button" value="Hold for Grades"/> <input type="button" value="Hold for Degree"/> <p style="font-size: small;">Holds are for current term only</p>
Recipient Name*	<input type="text" value="Test Person"/>
Email Address*	<input type="text"/>
Confirm Email Address *	<input type="text"/>
Attachment (Optional)	<input type="button" value="Choose File"/> No file chosen <small>Upload supporting document</small>
Purpose for Transcript (Optional)	<input type="text" value="--"/>

- You will now be taken to your Shopping Cart. Here you can **Update Shopping Cart**, **Continue**, or **Checkout**. You may also **Remove** the item as well.

Your Shopping Cart Contents

Total Items: 1 Amount: \$5.00

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$5.00	\$5.00	<input type="button" value="Remove"/>
<small> Delivery Mode - Electronic Transcript Tracker - Disabled Processing Time - Now Recipient Name - Test Person Email Address - █████@pitt.edu Document Date - 06/23/2016 13:01:12 </small>				
Sub-Total: \$5.00				

- Next, you will be asked to provide your consent, if you have ordered before, you will be notified that your consent is already on record so just click **Next**. If you have never given consent, read over the Family Educational Rights & Privacy Act of 1974 (FERPA) message, then click the **I ACCEPT** checkbox and then **Next**.

Consent form to release academic records

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974
(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a students name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests **MUST BE MADE BY THE STUDENT**; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Educations website](#) for further information regarding FERPA

I ACCEPT

Next

- Provide your payment method as well as the appropriate billing address then click **Next**.

- Finally, review your order and if everything is correct, click **Confirm**.

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$5.00	\$5.00
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - Test			
Email Address - ██████@pitt.edu			
Document Date - 06/23/2016 13:09:54			
Sub-Total:			\$5.00
Total:			\$5.00

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

8. You will receive an onscreen confirmation for your order and an email receipt. To place another order, start the same process over. If you are finished ordering, click **Log Off**.

Date Ordered: Thursday 23 June, 2016
Confirmation for Order No: XXXXX

Test Student,

Thank you for ordering your document through the University of Pittsburgh document ordering service!

Document #:	XXXXX	1 x eTranscript (\$5.00 each)	\$5.00
		Delivery Mode - Electronic	
		Processing Time - Now	
		Recipient Name - Test	
		Email Address - test@pitt.edu	
		Document Date - 06/23/2016 6:54:08	

Get Help

The Technology Help Desk at 412 624-**HELP** [4357] is available 24 hours a day, seven days a week to answer your technology related questions. Questions can also be submitted via the Web at **technology.pitt.edu**