

# Creating a Transcript/Enrollment Verification Parchment Account as a Former Student, College in High School/Outlier Student

## Overview

With the University's Transcript/Enrollment Verification Ordering Service students can securely request and pay for services including official PDF e-Transcripts. This document describes how Former, College in High School, and Outlier students create an account to securely order these documents online.

**Note for Former Students:** If you have an **active** University Computing Account, you can access this service through the Academic Resources community on My Pitt ([my.pitt.edu](http://my.pitt.edu)) as well as through the University Registrar Office [website](#) using the "Current Student/Graduated in spring of 2015 - present section". You do not need to create a Transcript/Enrollment Verification Ordering Service Account. Refer to "[How to Order a Transcript/Enrollment Verification as a Current Student](#)" for instructions. *If you graduated before Spring 2015, please continue with this document.*

**Note for College in High School Students:** If you have just completed your classes for the current school year, your school has until the end of June to send your grades to be posted on your transcript. If you are placing an order before that date please select "Hold for Grades" on processing time. The order will be processed as soon as your grades are posted.

## Create an Account

To create a Transcript/Enrollment Verification Parchment Account:

1. Go to <https://www.registrar.pitt.edu/students/transcriptsverifications>, read the information on this Web page, then under the "I am a former student/ graduated before spring 2015, College in High School, or Outlier student" header, click the **Order Transcript** or **Order Enrollment Verification** button.

## Order Online

I am a former student / graduated before spring 2015, College in High School, or Outlier student:

ORDER TRANSCRIPT

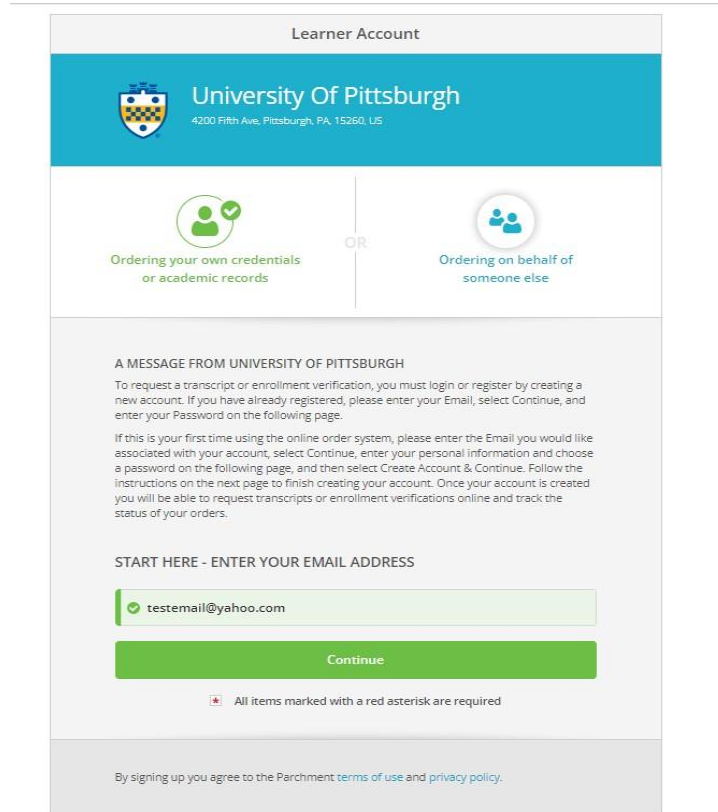
ORDER ENROLLMENT VERIFICATION

I am a current student / graduated in spring 2015 - present:


ORDER TRANSCRIPT



ORDER ENROLLMENT VERIFICATION

2. This will navigate you to the University of Pittsburgh's Parchment Ordering Service landing page. From here, read the information on this page, enter the email address you would like associated with your account, and select **Continue**.



Learner Account

 **University Of Pittsburgh**  
4200 Fifth Ave, Pittsburgh, PA, 15260, US

 **Ordering your own credentials  
or academic records** OR  **Ordering on behalf of  
someone else**


**A MESSAGE FROM UNIVERSITY OF PITTSBURGH**

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, select Continue, and enter your Password on the following page.

If this is your first time using the online order system, please enter the Email you would like associated with your account, select Continue, enter your personal information and choose a password on the following page, and then select Create Account & Continue. Follow the instructions on the next page to finish creating your account. Once your account is created you will be able to request transcripts or enrollment verifications online and track the status of your orders.

**START HERE - ENTER YOUR EMAIL ADDRESS**

**Continue**

 All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

3. An online registration form with several questions is displayed. Follow all onscreen instructions and fill out each field of the form. Choose a password for your account, and then select **Create Account & Continue**.

Please be sure to enter data for all of the **\*Required Information** fields.



Ordering your own credentials  
or academic records



Ordering on behalf of  
someone else

ENTER YOUR PERSONAL INFORMATION

testemail@yahoo.com !!!

\* First Name      Middle Name      \* Last Name

\* Month Of Birth      \* Day Of Birth      • \* Year Of Birth

\* Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

\* Cell Phone

United States of America

\* Address 1

Address 2

\* City      \* State/Province      • \* Postal Code

CHOOSE A PASSWORD

\* Password      \* Retype Password

CREATE ACCOUNT & CONTINUE

4. A confirmation code will be sent to the email address you are using to create your account. Check your email, and enter the confirmation code you receive in the text box. Then hit Submit.

Account Confirmation Cancel X

To create your account, we need to confirm a  
valid email address



We just sent you a confirmation email.

To gain access to your account, please check [mitchclay55@yahoo.com](mailto:mitchclay55@yahoo.com) and enter the provided registration code below.

Alternatively, you may hit Verify Your Email from the link in the email you receive.

OR Enter Your Verification Code:  
**j7m5rl**

5. You will then complete an Enrollment Information Form. Please be sure to enter data for all the **\*Required Information** fields. Select **COMPLETE MY REGISTRATION**.

**\*If you are not currently enrolled, Your Student ID Number is not a required field. If you are not currently enrolled and do not know your Student ID Number, please leave it blank.**

6. To place an order after account creation, click the document that you would like to place an order for and follow the instructions on the page: Enrollment Verification – Mail, Enrollment Verification – Electronic, eTranscript, or Paper Transcript – Mailed

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## 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](http://technology.pitt.edu)