



Creating a Transcript/Enrollment Verification Parchment Account

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 create an account to securely order these documents online.

Note: If you have an active University Computing Account, you can access this service through the Academic Resources community on My Pitt (my.pitt.edu) as well as through the University Registrar Office – Transcripts/Verifications web page. You do not need to create a Transcript/Enrollment Verification Ordering Service Account. Refer to the *Order a Transcript/Enrollment Verification as a Student* help sheet.

Once you have created an account you can order transcripts or enrollment verifications using the *Order a Transcript/Enrollment Verification as a Former Student* help sheet.

Create an Account

To create a Transcript/Enrollment Verification Parchment Account:

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.

Transcripts/Verifications


Home > Service Areas > Transcripts/Verifications

I'm a Former Student / Graduated Before 2015 Spring

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 and click [log in or create a new account](#).


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](#)?

3. On the next page, read the information and then click the **Create Account** button.

New User

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.

Create Account

4. An online registration form with several sections are displayed. Follow all onscreen instructions and fill out each detail section of the form. Please be sure to fill out all of the ***Required Information** fields.

Note: Please be aware to enter the RECAPTCHA number at the bottom of the page.

Information

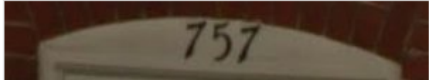


To assist us in retrieving your record and processing your order, please provide us with as much information as possible. We will only prompt you to complete this form in the first account creation session. You can edit any account information in the future sessions by clicking the "My Account" link on the upper left toolbar. The information collected here will allow you to track your order(s) and assist us in processing any payments. Your account information will not be shared with any outside organizations, and will be secured following the most comprehensive electronic information storage procedures available.

* Required Information

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) |

Type the characters as they appear below. If you cannot read them, click the blue refresh icon located below for a new set of characters. Refresh as many times as necessary.

| | |
|---|---|
|  |   |
| <input type="text" value="Type the text"/> | Privacy & Terms |

5. You will see and **Order Now!** Screen. You have successfully registered.


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](#)

6. You will also receive an email confirmation that you have registered.



Dear,

We wish to welcome you to the **University of Pittsburgh's** document ordering service

With your account, you can now take part in the **various services** we have to offer you. Some of these services include:

- **Online Ordering** - Request Secure Documents and other services quickly and easily.
- **Secure Payment** - Pay for your order online using our secure credit card checkout.
- **Order History** - View the history of your requests that you have made with us.

Again, thank you for registering with our online service.

Sincerely,
University of Pittsburgh

Need Help? For any further questions or help please contact the Transcripts Office. transcert@registrar.pitt.edu or 412-624-7635

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7. To place a transcript order, refer to the *Order a Transcript/Enrollment Verification as a Former Student* help sheet.

Note about using the *Order a Transcript/Enrollment Verification as a Former Student* help sheet to place an order: If you place an order and have any holds that prevent you from purchasing a transcript, you will see an onscreen message containing information about the hold and how it can be removed. You will be unable to proceed with any order until these hold(s) are cleared.

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