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# Order Your Final Transcript Student Guide

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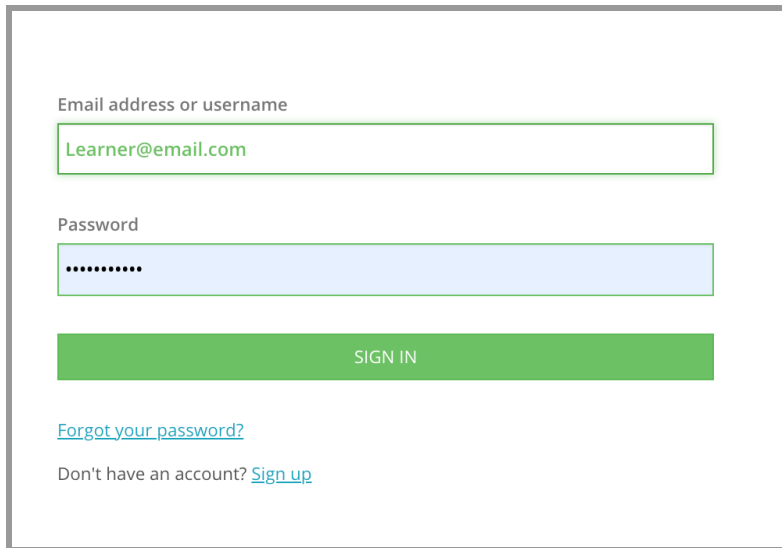


Do you know where you'll be sending your transcript when your final grades are in?

If the answer is yes, then [place your order now](#). Your transcript won't be sent until your grades are finalized and updated on your transcript. Why wait?

## TO ORDER YOUR FINAL TRANSCRIPT

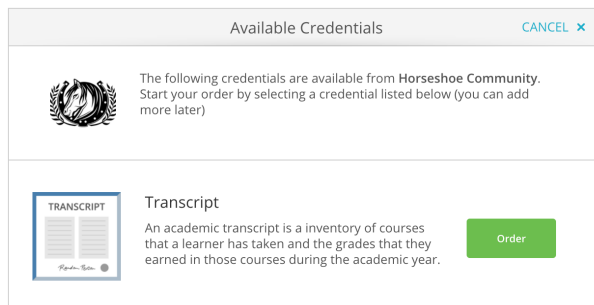
- [Sign in](#) to your Parchment Account.
  - If you forgot your password, no problem! Simply click the [Forgot Password](#) link to reset it.
  - If you don't have a Parchment Account, click on [Sign Up](#) to create one now.



The screenshot shows a sign-in form with the following elements:

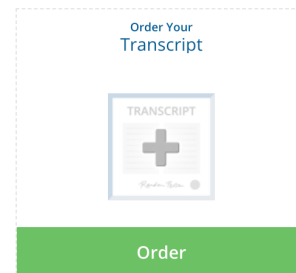
- Label: "Email address or username"
- Input field: "Learner@email.com"
- Label: "Password"
- Input field: "\*\*\*\*\*"
- Button: "SIGN IN" (green)
- Link: "[Forgot your password?](#)"
- Text: "Don't have an account? [Sign up](#)"

- Once signed in you will locate [Transcript](#) and select [Order](#) from either the list view or tile view.



The screenshot shows a modal window titled "Available Credentials" with a "CANCEL x" button. It contains the following information:

- Logo of Horseshoe Community.
- Text: "The following credentials are available from **Horseshoe Community**. Start your order by selecting a credential listed below (you can add more later)"
- Item: "Transcript" with a small transcript icon.
- Description: "An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year."
- Button: "Order" (green)



The screenshot shows a tile view for ordering a transcript. It features:

- Title: "Order Your Transcript"
- Image: A transcript icon with a plus sign and the word "TRANSCRIPT" above it.
- Button: "Order" (green)

- **Search** for the destination that you want to send your Final Transcript. **Click** on the name in the list.
  - If the recipient is not found in the list you can manually enter in an email address, by Selecting **Enter Your Own**.

Set Delivery Destination CANCEL ✕

Your order will be sent from **Horseshoe Community** to the individual and/or organization at the destination below.

Hello Students,  
If you are requesting your FINAL TRANSCRIPT, please be sure to select "HOLD FOR GRADES" on the Item Details screen. Please contact Ms. Johnson with any questions.

Search

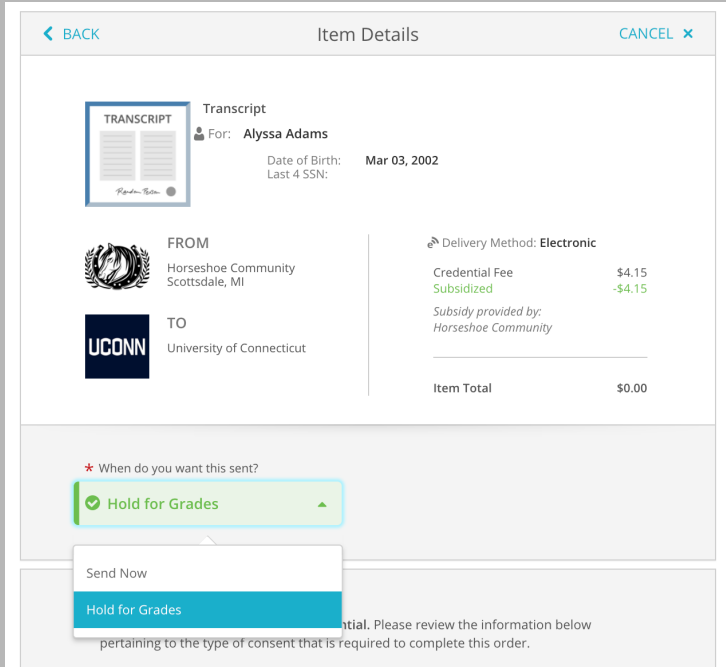
- University of Connecticut  
Storrs, CT, US
- University of Connecticut - GRADUATE ADMISSIONS  
Storrs, CT, US
- The Common Application (First Year Applicants)  
Arlington, VA, US
- University Of The District Of Columbia  
Washington, DC, US

[See All Results](#)

Not finding what you're looking for?

Enter Your Own

- On the Item Details screen choose **HOLD FOR GRADES** from the “When do you want this sent?” dropdown menu.



Item Details

Transcript

For: **Alyssa Adams**

Date of Birth: **Mar 03, 2002**  
Last 4 SSN:

FROM  
Horseshoe Community  
Scottsdale, MI

TO  
UCONN  
University of Connecticut

Delivery Method: **Electronic**

Credential Fee	\$4.15
Subsidized	-\$4.15
Subsidy provided by: Horseshoe Community	
<b>Item Total</b>	<b>\$0.00</b>

\* When do you want this sent?

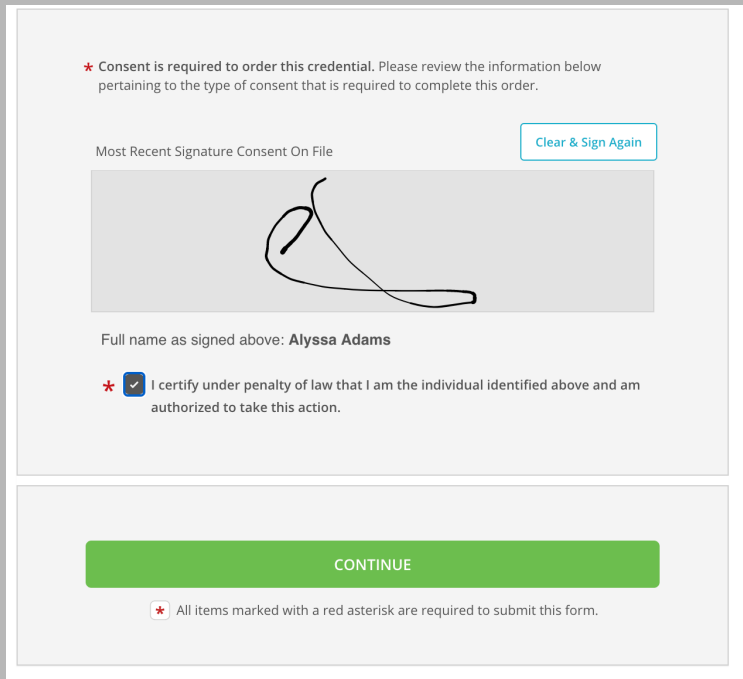
Hold for Grades

Send Now

Hold for Grades

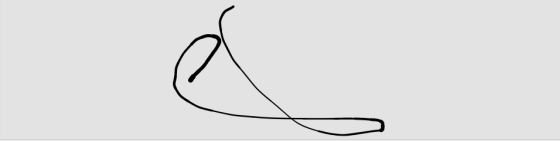
Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

- Complete the consent section and click **CONTINUE**.



\* Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File [Clear & Sign Again](#)



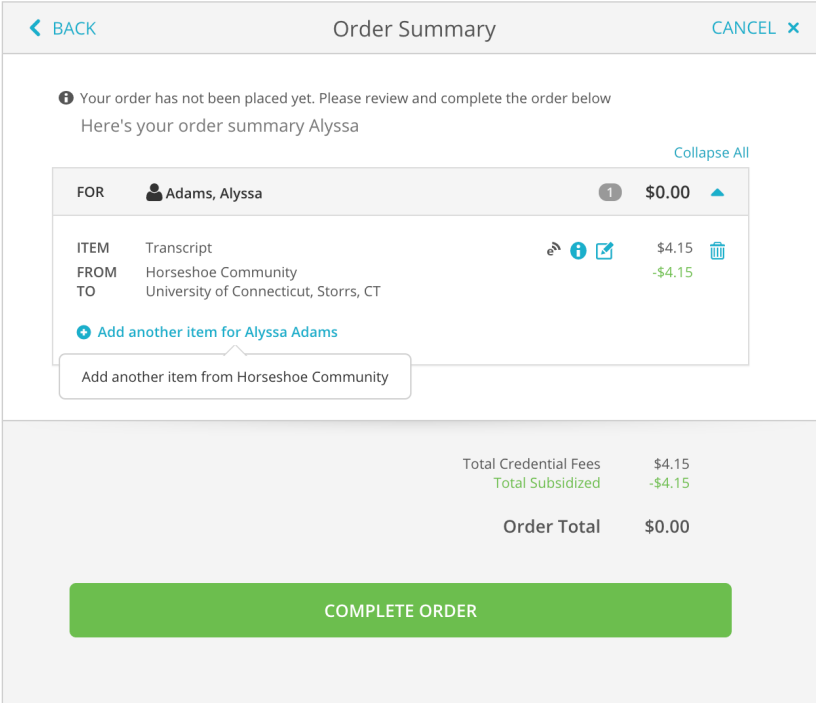
Full name as signed above: **Alyssa Adams**

\*  I certify under penalty of law that I am the individual identified above and am authorized to take this action.

**CONTINUE**

\* All items marked with a red asterisk are required to submit this form.

- Are you sending your Final Transcript to more than one location? Select the [Add another item](#) link to select another destination prior to checking out.
- Once you are ready to check out, select [COMPLETE ORDER](#).



Order Summary

BACK CANCEL x

Your order has not been placed yet. Please review and complete the order below  
Here's your order summary Alyssa [Collapse All](#)

FOR	Adams, Alyssa	1	\$0.00	▲
ITEM	Transcript	e ⓘ ✉	\$4.15	🗑️
FROM	Horseshoe Community			
TO	University of Connecticut, Storrs, CT		-\$4.15	

[Add another item for Alyssa Adams](#)

Add another item from Horseshoe Community

Total Credential Fees	\$4.15
Total Subsidized	-\$4.15
<b>Order Total</b>	<b>\$0.00</b>

[COMPLETE ORDER](#)

- Your order will be processed by your school once final grades are released and transcripts are updated.