PARCHMENT REGISTRATION

Instructional Step-by-Step Directions
Welcome to Parchment. This is the page where you will sign up to request your official transcript.

(http://www.parchment.com/)

Click “Sign Up Now” to begin the registration process.
Create your Parchment account.

Sign up with Facebook

OR

First Name
Jane

Last Name
Thompson

I am a parent/legal guardian

Date of Birth
Month
Day
Year

Highest level of education
None selected

Email

Password

Sign Up

By signing up you agree to the Parchment terms of use and service agreement.

Have a registration code?

Already have an account?
Click “Start by adding a school or organization you attended.”
Under Add Your School or Organization, enter “Tidewater Community College.”

Add Tidewater Community College as your School.
Enter your enrollment status and verify your profile information. Then click “Consent and Request.”
Click “Order Your Transcript.”

https://www.parchment.com/u/dashboard

Your Schools / Organizations:

Tidewater Community College
Norfolk, VA

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Transcript

Order

Add Another School or Organization You Attended
Enter your destination information and click “Search.”

Once your destination information is located, click “Select.”
If no results are found, you can manually input your destination information. To do this, click the “Enter Your Own” link below.
Verify your information and choose “Send Now,” “Hold for Grades,” or “Hold for Degree.”
Transcripts can be delivered Electronically (Email) or by Paper (Mailed).

## Destination Info

### Delivery Method
- [ ] Electronic Delivery (Email)
- [x] Paper Transcript (Printed & Mailed)

### Destination Details

- **Destination Name**: Old Dominion University
- **Attention Name (optional)**: Old Dominion University
- **Country**: United States
- **Address**: 5218 Hampton Boulevard
- **City**: Norfolk
- **State/Province**: Virginia
- **Postal Code**: 23529

[Save & Continue]
Sign your name in the box with your mouse. Make sure you certify that you are the student or individual requesting the transcript, and then type your full name into the box below. Then click “Save and Continue.”

Provide Consent

I authorize Parchment to release my academic credentials from Tidewater Community College to the destinations I select.

Sign here with mouse or finger:

Jane Thompson

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

Save & Continue
Enter Your Payment Information (if required). The payment amount will vary depending on the type of request made.

Payment Information (1 Credential)

Enter your payment information below.

Credit Card Number

Expiration Date

MM/YYYY

Enter the month and year your credit card expires

First Name

Last Name

Country

United States

Address

City

State/Province

Please select

Postal Code

Phone Number

Checkout
After completion, you will receive a DID# and a confirmation email. Make sure you check your emails daily for updates on the status of your transcript request.

![Image of transcript request tracking](https://www.parchment.com/u/order/track)

**Need to place a new order**

Create new orders from the credential tiles on your dashboard.

**Track Orders**

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Status</th>
<th>Recipient</th>
<th>Price</th>
<th>Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>TFKREW1N</td>
<td>Order submitted to school</td>
<td>Jane Thompson</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Where's my transcript?
Order submitted to school

Tidewater Community College

You placed an order on July 14, 2015. Your school needs to review it. If your order has been in this status for more than 2 days you should contact your school.

Document Type
Delivery Type: Electronic
Processing Time: Now

Recipient
Jane Thompson
jathom096@gmail.com