

Parchment: How To

Go to: <https://www.parchment.com/u/registration/14583/account>

OR you can go to the district website: nrheg.k12.mn.us

Select "secondary school" from the upper right corner under "Select school"

Select "Guidance Office"

Find and click "Parchment"

Click the "Parchment Link"

Log- in

1. You will see "Your transcript"
 - Under that, there is an "order" button- hit that
2. You will see- "Select a destination"
 - Then, a "Search by organization name"
 - Type in the box your college name and hit "search"
 - A list of the college or similar college names will appear below the box
 - Find the college you are looking for
 - Hit "select" on the right side of the college line
3. You will see "From- NRHEG" to "____ college"

If you are wanting to send it to more than one college, select the "Add another destination" button below the "To" box. You will go through the same process as your first college entry.

If you add a second destination, another set of boxes will appear for the "From" and "To"

4. Scroll down and select "Save and Continue"
5. You will review your order
 - Scroll down and select "Continue"
6. The next page is your consent to have your transcript sent.
 - You will need to use your mouse or if you have a touch screen computer, use your finger to sign your name. Below that, you will need to type in a parent or guardian name.
 - Check the box next to the "I certify..." statement
 - Hit "save and continue"

That will be the end. You can track your order- meaning you can see when Barb or I send it to the college, when the college receives it and when they open it.

If you have questions, please let me know! Thank you!