Parchment eTranscript Request – Quick Guide
Former Students

Step 1: Log onto the Parchment Storefront

Step 2: New Users: create an account to order your transcript OR Returning Users: log into a previously created account using your email address (Note: you will only have an account if you have ordered from Parchment in the past).

Step 3: New Users: Fill in your contact information and authenticaion details, including your last year of attendence at Concordia, your type of degree (BA, BS, MSEd, etc) and your Student ID ("C-Number"). If you do not know your Student ID you will need to contact the IT Helpdesk or you may enter all zeros.

Step 4: Complete the information on the type of transcript that you are looking for, starting with:

Where would you like your document sent? You can send it directly to another school, or have it emailed to yourself or another individual.

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

| Institution Name, Acronym, Location, or Email | 🔍 SEARCH |

Or Send to Yourself, Another Individual, or Third Party

a) Search for the name of a college or other institution from the search box or click the hyperlink to type in the contact information. If you search for another school or institution, the results will appear for you to select. Otherwise, you will need to have the contact information available.

What type of transcript are you looking for? The options are eTranscript (electronic), Paper Transcript – Mailed (mailed directly by Parchment), or Paper Transcript – Pickup (pick up at Concordia Registrar). ****Note: If you were a student at Concordia prior to 2001, your student information is not currently in Banner and your options will be limited to a Paper Transcript – Mailed or Paper Transcript – Pickup. We are unable to generate an eTranscript if you attended Concordia any years prior to 2001.****

Step 5: Complete the contact information for the person to receive the transcript.

Step 6: Review your shopping cart to make sure that you are sending your transcript to the correct contact! Refunds will not be issued for incorrect delivery instructions. At this point you may also add additional transcripts to your "cart", to be sent to additional contacts/institutions before you check out.

Step 7: Please review the FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA) language and click the checkbox to accept and move forward.

Step 8: Check out. Please make sure your credit card info and billing address are correct, in order to process your request!

Step 9: Success! You should receive an Order # and confirmation email that your order has been received and is being processed. eTranscripts and Mailed Transcripts are generally processed by the system within one day (24 Hours). Transcripts requested for pickup in the Registrar's Office are available within 2-3 business days.