How to Order Your HPU Official Transcript

For Graduating Seniors | Kamehameha Schools Hawai‘i

Before You Start

You will need:

- Your HPU Banner ID — get this from your counselor or HETS staff
- A credit or debit card — there is a $10 fee you must pay yourself
- Your email address to create a Parchment account

> ⚠ HPU does NOT allow us to order a transcript on your behalf to send to your school of choice. You must complete and pay for this yourself.

Step 1 — Get Your HPU Banner ID

Contact your school counselor or HETS staff and ask for your HPU Banner ID.

It will start with the @ symbol, for example:

`@1234567`

Step 2 — Go to the HPU Parchment Portal

Open the link below in your browser:

HPU Parchment Transcript Portal

Step 3 — Create a Parchment Account

1. Click Sign Up if you don't already have an account
2. Enter your name, email address, and create a password
3. Verify your email if prompted

Step 4 — Enter Your HPU Banner ID

When asked for your student or Banner ID:

- Type your Banner ID exactly as given to you — include the @ symbol
- Example: @1234567

Step 5 — Select Your Delivery Destination

Choose where you want your transcript sent (college, employer, etc.) and follow the on-screen prompts.

Step 6 — Pay the Transcript Fee

- The fee is $10
- Enter your own credit or debit card information
- Complete checkout to submit your order

You're Done!

You will receive a confirmation email from Parchment when your order is submitted and again when it is delivered.

Questions? Visit the HPU transcript page:

https://www.hpu.edu/registrar/transcripts-records/order-transcripts.html