

PARCHMENT QUICK GUIDE

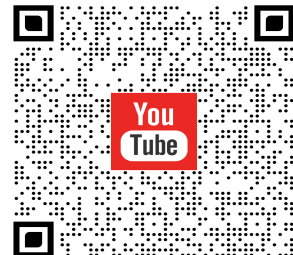
Register for Your Free Account

- FASTEST--Go to Huber Heights City Schools website>scroll down to [Transcript Request](#)> [Ordering Link for Students, Parents, Alumni and Third-Parties](#)
- OR If you received an email, just click the link
- If you received a registration code either printed or digital, go to parchment.com/register
- You will have to use your personal email, not your school email. Thank you.



- ❖ Select “New Learner Account”
 - Do you have a registration code either printed or emailed to you?
 - NO- complete the required fields
 - YES- enter registration codes; some of the information will be pre-filled for you
- ❖ IF you select that you are interested in colleges/scholarship programs discovering you, you will be asked to enter information about your academic history. In a hurry? You can complete this student profile later.
- ❖ Waive your right to access information- you are saying you trust Huber Heights City Schools to provide accurate information
- ❖ Profile>Account Settings
 - Change username, password, edit contact information, profile information, privacy settings, etc.
 - **Add secondary email address**

[YouTube Quick Bytes help videos](#)



Request Your Transcript

- ❖ Choose Order - From Wayne if you are a current student and
- ❖ Huber Heights City Schools if you are an Alumni or Former Student.
- ❖ Select Destinations such as colleges, Common App, or yourself
 - Students under 18 will need a parent or guardian to provide consent authorizing Parchment to release your transcript.
- ❖ Send Transcripts Now or Wait Until Your Next Grades Are Posted
 - Applying for a college in the fall of your senior year- select “send now”
 - Sending your final transcript in May to the college you plan to attend- “hold for grades”
 - After Semester 2 grades are posted your transcript will be released.
- ❖ Review your Order and Check Out

Track Your Order

Watch your email for updates

Log in to the [Parchment Help Center](#) for more details

Have you created or started creating a Parchment account?

Yes- Go to Huber Heights City Schools website>scroll down to [Transcript Request](#)> [Ordering Link for Students, Parents, Alumni and Third-Parties](#)

Not sure, or No

Have you been receiving invites from Parchment in your school email?

Yes- search school email for Parchment- click on link provided to begin/finish

Not recently- norfolkpublicschools.org>High School>Quick Links>Parchment Transcripts

Yes, I want to receive information about colleges will take you to a profile section asking for information >>send you “advertisements” of potential colleges/programs

No, I don't want to receive information - if you already know where you will attend or have two or three you are deciding between.

Toggle on/off as you search/end search. Profile does not need to be complete to order transcript- can be completed later as you have time.

Connecting a personal email to your Parchment account

Profile tab at top right- drop down to account settings.

Primary email address is school email which will be deleted shortly after graduation

ADD a secondary email address- no need to make it primary as that will happen automatically when primary is removed.

Enter the verification code sent to the personal email. No need to complete anything else on that tab at this time.

If the Huber Heights City Schools logo is not showing the student has a Parchment account that is not connected to HHCS or WHS. Add a school attended and search for Huber Heights City Schools for Alumni/Former Students, or Wayne High School for current students. This should bring up the Huber Heights City Schools logo.

If a flag appears that says something like “already associated with another account” proceed to the next option