

What is Parchment?

Parchment is the platform we use to send OFFICIAL Transcripts to colleges, universities, and jobs, etc. Basically Anywhere!

How do I access Parchment?

You can access Parchment from the OCHS website main page button that looks like this:



Or by visiting this **specific** link:

<https://www.parchment.com/u/registration/26020/account>

Googling Parchment or any other link will not take you to the correct place.

How do I sign up for Parchment?

1. Choose a new learner account
2. Fill out the account profile using your legal name
3. DO NOT USE YOUR SCHOOL EMAIL. Use a personal email to create your account.

KEEP YOUR PASSWORD!!

When sending a Transcript...

Send the file exactly where you need it to go. Do not email it to yourself and then forward it. It will not be considered official and may not be accepted.

Ex: Send the Transcript to UW-Milwaukee

Ordering Learner Credentials		
<BACK	Set Delivery Destination	CANCEL X
<p>Your order will be sent from Oak Creek High School to the individual and/or organization at the destination below.</p>		
University of Wisconsin - Milwaukee, Graduate School - Graduate Admission		Select

What if I already signed up for Parchment and used my school email...

If you still have access to your school email (Current Students):

- Log in to your Parchment Account
- Click "Profile" - "Account Settings"
- Click "Add another email address to this account"
- Enter the new email address and click "Add email"
- You should get a "We sent you a confirmation email" message
 - If you get a message telling you an account with that email already exists, you can merge accounts (see below)
- Type confirmation code into Parchment and click "Confirm"
- You will now have two emails tied to the account

If you need to merge two accounts (Current Students):

- Your name and date of birth must be exactly the same in both accounts
- Sign in to THE NON-SCHOOL EMAIL account
- Click “Profile” - “Account Settings”
- Click “Add another email address to this account”
- You should get an error message that says “Email is associated with another account”
 - Click yes in the error message to merge accounts
- You should get a “We sent you a confirmation email” message
- Type confirmation code into Parchment and click “Confirm”
- You will now have merged accounts

If you no longer have access to your school email account (Past Students):

- Contact [Parchment Support](#) Via this online help ticket
 - Subject: “Account Deletion”
 - Description: “I used an email I no longer have access to when creating my account. Please delete the old account so that I can create a new one with my correct information”
 - What do you need help with: “User Account Inquiry”
 - Email CC: Enter your email address
- Parchment should reach out to you within 24 hours with confirmation of your deleted account
- Create a new account using a personal non-school email address