

HOW TO ORDER AN OFFICIAL TRANSCRIPT:

All Augusta Technical College official transcripts are issued through Parchment. Each transcript is \$10.00 per copy. You will not need to know your student ID to complete a request.

1. From the Augusta Technical College website (www.augustatech.edu) hover over the 'Admissions & Registration' tab to select 'Student Records'.
2. From the Student Records webpage, select 'Transcript Request'. This will direct you to Parchment to begin placing your order.
3. You will first be required to enter your email address. Be sure to use a current email address that you have access to as this email address will be used to send order updates, and for future transcript orders through Parchment. Click 'Continue'.
4. You will now select one of these options: 'Ordering your own credentials or academic records' or 'ordering on behalf of someone else'.
5. Enter your personal and contact information. All fields that have a red asterisk are required. Create a password that you can remember, as you will need this password to access your Parchment account. Once you have entered all the required information, click 'Create Account & Continue'.
6. You will now be required to validate your email address. You should receive an email from Parchment to the email you used to set up your account. Open the email from Parchment and click the green 'Verify your email address button' or type the provided access code. You will be directed to the Parchment website to log in using the login information you just created.
7. Once you are logged into Parchment, you will see an 'Order Your Transcript' button. You may click this to begin your order.
8. Set your delivery destination. You may search for a recipient by using the search bar that says: 'Where would you like to send the credential?', or you may enter recipient information manually by clicking 'I'm sending to myself or another individual'.

- Please note that if you are selecting a recipient from the pre-loaded table within Parchment, **your order will be sent electronically.**
- **If you would like to pick up your transcript from one of our campus locations or have your transcript physically sent in the mail, you will need to select 'I'm sending to myself or another individual' so that you may select your delivery method.**

9. Once you have entered your recipient information, review your order details.

The screenshot shows the 'Set Delivery Destination' form in Parchment. At the top, there is a title bar with the text 'Set Delivery Destination' and a 'CANCEL X' button. Below this, a message states: 'Your order will be sent from Augusta Technical College to the individual and/or organization at the destination below. Select a delivery method for your order'. There are three delivery method options, each with an icon and text: 'Electronic Delivered By Email' (with a green envelope icon), 'Print & Mailed Printed On Paper & Mailed' (with a blue envelope icon), and 'Local Pickup In-Person Pickup' (with a blue document icon). Below these options is a section titled 'RECIPIENT INFORMATION' which contains three input fields: 'School Name, Business, Person, or Your Name', 'Recipient's Email', and 'Retype Email'. A 'Continue' button is located at the bottom of this section. At the very bottom of the form, there is a link that says 'Back to search' with a blue arrow icon.

Ensure that your information and delivery details are correct. If you would like your transcript to be held until final grades/ program completion are available, you will need to specify this under the 'When do you want this sent?' drop down tab.

10. If you need to include attachments with your transcript, you will need to attach them now by clicking 'Add An Attachment'.
11. You will then be required to electronically sign and authorize your order, and type your full name in the required fields. To authorize, click 'I certify under penalty of law that I am the individual identified above and am authorized to take this action'. Click 'Continue'.
12. Review order details on the 'Order Summary' page. Click 'Continue' if all information is correct.
13. You will now be directed to the 'Payment Information' page. Enter the required information regarding payment for the transcript order. Click 'Submit Payment'.
14. You will now be directed to the order confirmation screen. This is where you will find your order details.

TO CHECK ON THE STATUS OF YOUR TRANSCRIPT REQUEST:

You may check on the status of your transcript requests using your Parchment account.

1. Log into your Parchment account, and click 'Orders' next to the profile menu tab in the top right corner of the screen.
2. Here you will see your transcript orders listed, as well as the status of your orders.