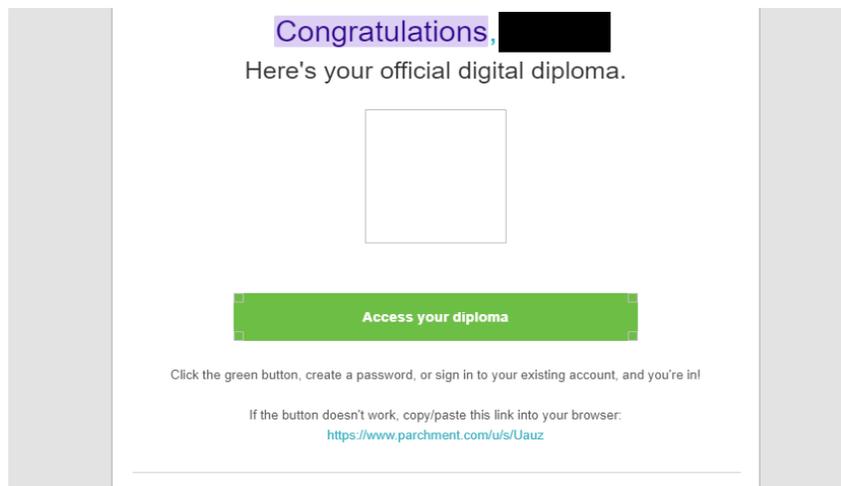


Augusta Technical College

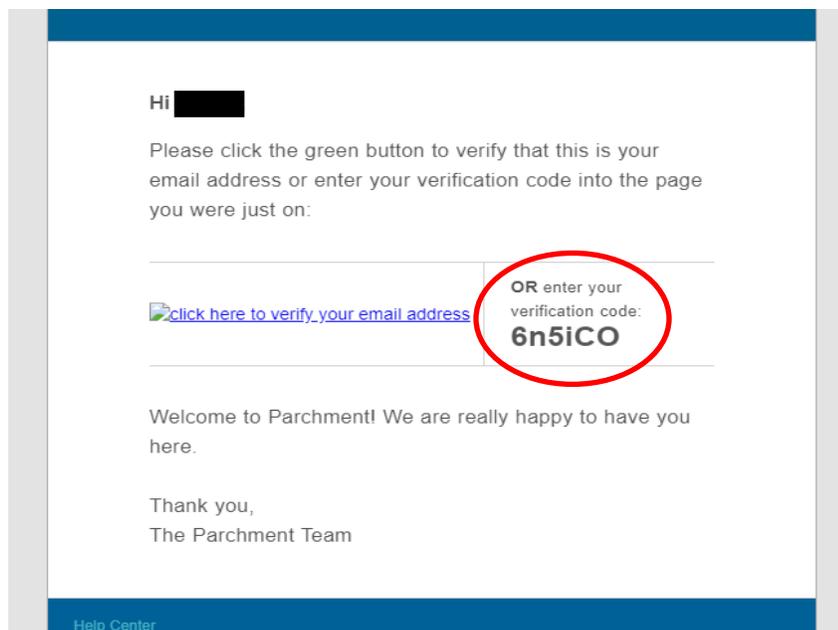
REQUESTING AND RECEIVING YOUR CREDENTIALS

DIGITAL VERSION OF CREDENTIALS:

- Submit digital Diploma Request to Student Records by visiting this link: [Request for Diploma](#)
- Once your request has been processed, you will receive an email from Parchment when your electronic certifications are ready.



- Click the green "Access your diploma" button.
- It will then prompt you to CREATE a password.
- Once you create your password, Parchment will send a second email containing a code. Enter this code in the blank space provided (or click the blue link to verify email address).



- You will now have access to a PDF version of your credential(s).

HARD-COPY VERSION OF CREDENTIALS:

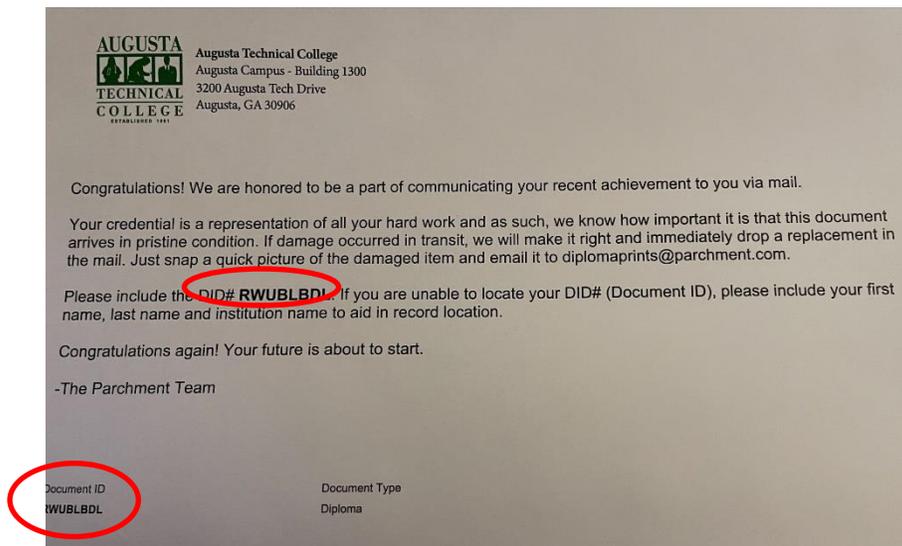
- Within 15-20 business days, your paper hard-copy credential will arrive via mail.



- Requested credentials will be in an envelope similar to the one pictured above.
- If the document is damaged, take a photo of the damaged document and email the photo to diplomaprints@parchment.com. Be sure to include the **document ID (DID#)**, **OR** your **first name, last name, and institution (Augusta Technical College)** to locate your account.

LOCATING YOUR DOCUMENT ID NUMBER (DID#):

- The document ID number (DID#) will be located on a separate sheet in the envelope containing your credentials.



For a quick tutorial, please watch this video <https://bit.ly/ClaimMyDiploma>. If you have any additional questions, please contact Student Records at 706.771.5708 or student.records@augustatech.edu.