

HOW TO CREATE YOUR PARCHMENT ACCOUNT

{You will use your Parchment account to request all Official High School Transcripts}

Step 1

Click “order records” on KHS
Guidance Website

Step 2

Choose “New Learner Account”

Step 3

Choose “I do not have a
registration code” and then fill in
identifying information.

Step 4

Write down username/password

Step 5

Click “Sign Up”

Step 6

Check email for confirmation
code, and then type it in the box

****make note of username and password****



HOW TO REQUEST YOUR OFFICIAL HS TRANSCRIPT ONCE YOUR PARCHMENT ACCOUNT IS CREATED

Step 1	Click “order records” on KHS Guidance Website
Step 2	Choose “Existing User Account” and sign in.
Step 3	Choose your privacy settings.
Step 4	You can choose to skip or continue with your information for colleges and universities; however, you do not need to complete this portion to order transcripts.
Step 5	Choose “dashboard” from the upper right hand corner.
Step 6	Click the green “order” button.
Step 7	Choose the organization or choose to send to self.
Step 8	Fill out recipient info and click “save and continue”
Step 9	Click “save and continue” again (the fee will go away)
Step 10	Click “continue” again
Step 11	Sign your name and click “save and continue” again
Step 12	You will see a confirmation page
Step 13	You can track your order by clicking “Orders”

Tracking your order: Once you submit, Kami confirms your order and sends it on. You can see if your order has been sent and if the recipient and received and downloaded it.