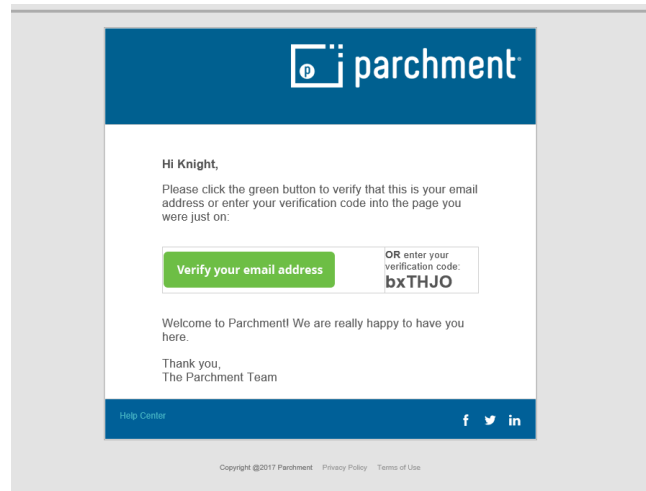


## Parchment Account Creation Instructions

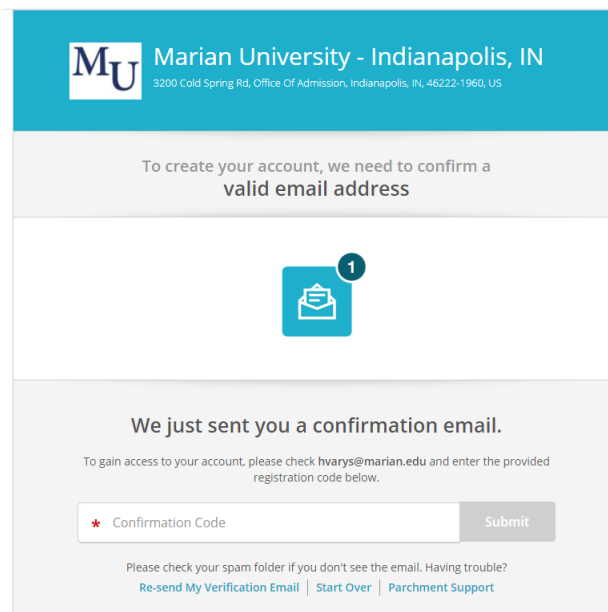
1. Create a new account by accessing the Parchment Storefront link at the below webpage.  
<https://www.parchment.com/u/registration/34490/institution>
2. Input your personal email address (you can use your Marian email but it will NOT be connected to your marian password)

3. Provide your personal information as requested to create your new account. Click the create account button when you have entered the required information.

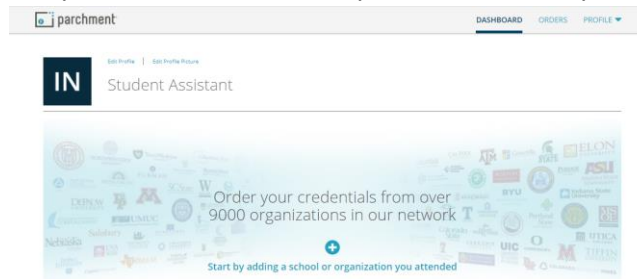
4. You will receive an email to the provided email address to confirm your identity.



5. Input the verification code provided in your email in the below field.



6. Type in "Marian University" to locate our university to be added into your profile.



7. Be sure that you select Marian University in Indianapolis.

1. Search 2. Enrollment info

### Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Marian University

[Advanced Search](#)


School/Organization	Location	Type	
Marian University	Indianapolis, IN, US	College /Graduate	<input type="button" value="ADD"/>
Marian University	Indianapolis, IN, US	College /Undergraduate	<input type="button" value="ADD"/>

8. Confirm and input any missing details from your Marian enrollment as best as you can remember. Your order will be confirmed based on your date of birth and last four digits of your social security number, regardless of enrollment data provided.

### Enrollment Information CANCEL X

NAME Knight Awesome Marian   
DOB JAN 1, 1980

Some additional information related to your enrollment is required below.


 **Marian University**  
would like you to provide the following information:

- \* Are you currently enrolled?
- \* What was your first year of attendance?
- \* Your last 4 SSN [Don't Have One?](#)
- \* Please verify your name while attending  
 Knight Awesome Marian  
 Other name variation or maiden name





Finish creating my Parchment account *without* placing an order right now.

9. Select the credential type and processing time you need below. Please scroll through all the options listed as the menu has recently been updated.

Available CredentialsCANCEL X



The following credentials are available from **Marian University - Indianapolis, IN**. Start your order by selecting a credential listed below (you can add more later)


	<p><b>Transcript</b></p> <p>An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.</p>	<a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Order</a>
	<p><b>Transcript for VSLO/ERAS Only</b></p> <p>An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.</p>	<a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Order</a>
	<p><b>Replacement Diploma</b></p> <p>A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.</p>	<a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Order</a>
	<p><b>Notarized Diploma for Physician Licens...</b></p> <p>A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.</p>	<a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 3px;">Order</a>

10. Set the deliver destination below. If you know the school you are sending it to, you can search for it. If you need to send it to a specific person click the "I'm sending to myself or another individual." *This image shows the most common electronic option but if you select a mailed option you will need to input a valid mailing address.*

<BACKSet Delivery DestinationCANCEL X

Your order will be sent from **Marian University - Indianapolis, IN** to the individual and/or organization at the destination below.


OR

 [I'm sending to myself or another individual ?](#)


11. Select the deliver type (Electronic, Print/Mailed, Local Pickup) below. Pending previous selections, only some of these options may display. Input the delivery information as required based on the delivery type selected.

<BACK
Set Delivery Destination
CANCEL X


Your order will be sent from Marian University - Indianapolis, IN to the individual and/or organization at the destination below. Select a delivery method for your order



**Electronic**  
Delivered By Email



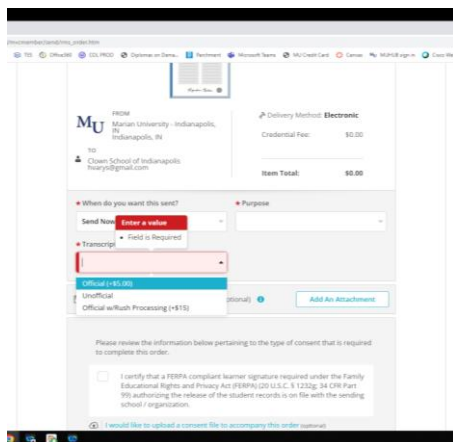
**Print & Mailed**  
Printed On Paper & Mailed



**Local Pickup**  
In-Person Pickup

RECIPIENT INFORMATION

12. **Stop and review this page very carefully.** This is where you input a purpose for your request, if you want it sent now or “hold for degree,” adjust the transcript type/processing time/shipping (additional fees apply), and attach any documents (if needed). Scroll down to sign the release, input your typed name and click the certify box before clicking “continue.”



Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger

x

Type full name as signed above

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

\* All items marked with a red asterisk are required to submit this form.

13. Review the order summary and click “continue.”

<BACK Order Summary CANCEL X


ⓘ Your order has not been placed yet. Please review and complete the order below  
Here's your order summary Knight Collapse All

FOR	Marian, Knight	1	\$23.00	^
ITEM	eTranscript - Rush Processing		\$23.00	🗑️
FROM	Marian University - Indianapolis, IN			
TO	Clown School of Indianapolis			


[Add another item for Knight Marian](#)

Total Credential Fees \$23.00  
Order Total \$23.00

**CONTINUE**

 Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

14. Enter your payment information and submit payment

  
**PARCHMENT SECURE PAYMENT GATEWAY**  
Parchment adheres to the highest level of PCI compliance and never stores your credit card information.





**Payment Information**

Enter first and last name as it appears on credit card

* Knight	Marian
----------	--------

\* Credit Card Number

* Exp Month	* Exp Year	* CV
-------------	------------	------

    **Order Total: \$23.00**  
\$23.00 will be charged to this card.

\* Phone

Billing Address [Use different billing address](#)

15. Your order has been submitted when you see the below screen.

Order Confirmation
[Print Receipt](#)

Thank you for your order Knight. Your order has been placed.

[Collapse All](#)

FOR	Marian, Knight	1	\$3.00
ITEM	eTranscript - Unofficial	1	\$3.00
FROM	Marian University - Indianapolis, IN		
TO	Knight Marian		
DID	TWY64W5L		

Order Date: SEP 20, 2021
Total Credential Fees \$3.00

Placed By: Knight Marian
**Order Total \$3.00**

What happens next?

- Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

Place Another Order
Continue To Your Account

16. To review your placed orders, click the "ORDERS" tab in the upper right-hand corner.

[DASHBOARD](#)
[ORDERS](#)
[PROFILE](#)

**Order History**

Need to place a new order Create New Order

Create new orders from the credential tiles on your dashboard.

**Track Orders**

Document ID	Status	Recipient	Price	Track
TWY64W5L	Order submitted to Marian University - Indianapolis, IN	Knight Marian	\$3.00	

**Where's my transcript?**

Order submitted to Marian University - Indianapolis, IN

Marian University - Indianapolis, IN

Parchment

Recipient

Your transcript was ordered on September 20, 2021. Marian University - Indianapolis, IN needs to review and approve it before it can be sent.

Document Type: Transcript  
Delivery Type: Electronic

Recipient: Knight Marian  
regis@marian.edu