

## 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)

MU Marian University - Indianapolis, IN  
3200 Cold Spring Rd, Office Of Admission, Indianapolis, IN, 46222-1960, US

Ordering your own credentials or academic records OR Ordering on behalf of someone else

A MESSAGE FROM MARIAN UNIVERSITY - INDIANAPOLIS, IN  
Welcome to our Parchment Storefront. Please enter your personal email address and create a new account for all current and future transcript and diploma orders. Parchment accounts created prior to September 20, 2021 are no longer active. This login is NOT connected to your Marian user name and password.

START HERE - ENTER YOUR EMAIL ADDRESS

Continue

All Items marked with a red asterisk are required

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

parchment DASHBOARD ORDERS COLLEGE TOOLS PROFILE

New Learner Account

MU Marian University - Indianapolis, IN  
3200 Cold Spring Rd, Office Of Admission, Indianapolis, IN, 46222-1960, US

Ordering your own credentials or academic records OR Ordering on behalf of someone else

ENTER YOUR PERSONAL INFORMATION  
regis@marian.edu

* First Name	Middle Name	* Last Name
* Month Of Birth	* Day Of Birth	* Year Of Birth
* Highest Level Of Education		

ENTER YOUR CONTACT INFORMATION

\* Cell Phone

United States of America

\* Address 1

Address 2

\* City \* State/Province \* Postal Code

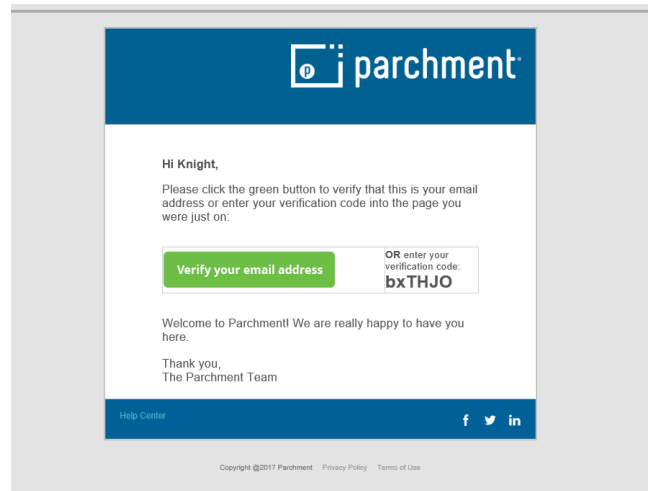
CHOOSE A PASSWORD

\* Password \* Retype Password

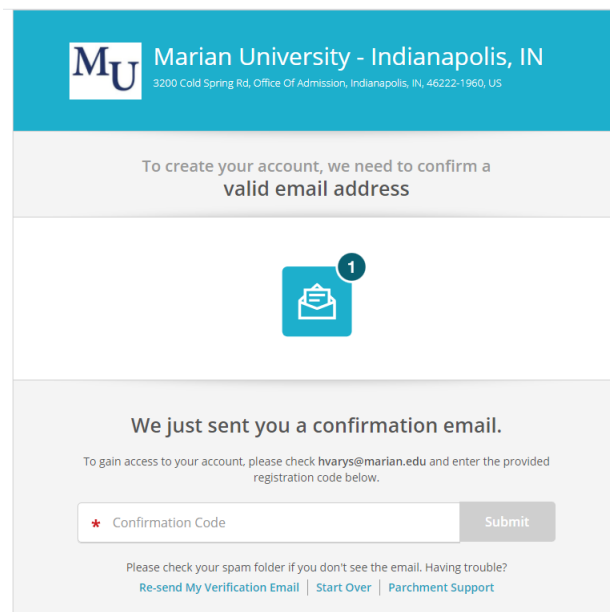
CREATE ACCOUNT & CONTINUE

All items marked with a red asterisk are required.

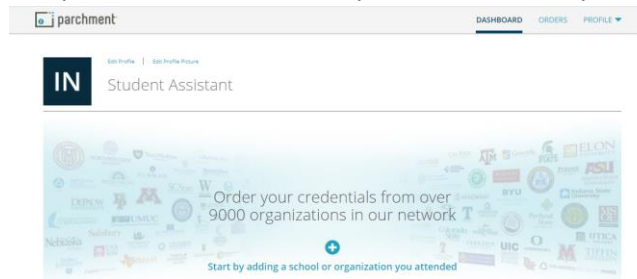
4. You will receive an email to the provided email address to confirm your identity.



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

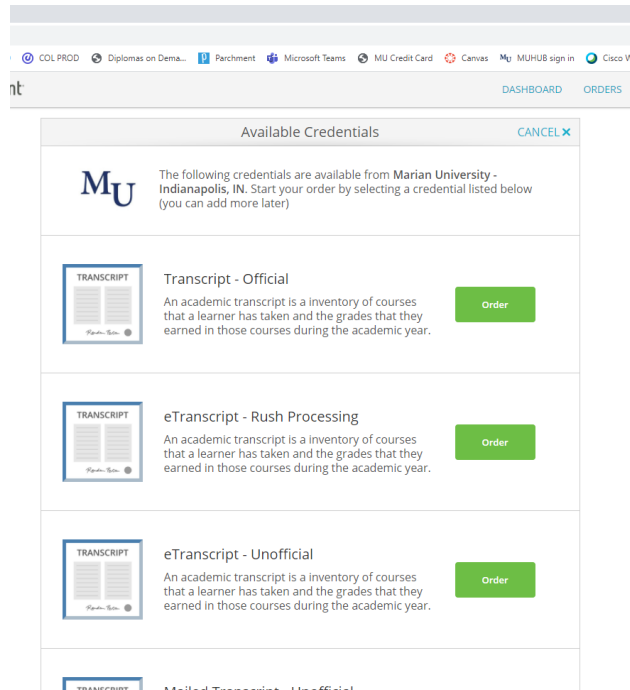
Some additional information related to your enrollment is required below.

 **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.




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.

The screenshot shows a 'Set Delivery Destination' form. At the top, there are navigation links for '<BACK' and 'CANCEL X'. The main content area contains the following text: 'Your order will be sent from **Marian University - Indianapolis, IN** to the individual and/or organization at the destination below.' Below this is a search bar with a magnifying glass icon and the placeholder text 'Where would you like to send the credential?'. To the right of the search bar is a green 'Search' button. Below the search bar, there is an 'OR' separator and a link that says 'I'm sending to myself or another individual' with a question mark icon.

## 11. Input the delivery information as required

<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

RECIPIENT INFORMATION

! School Name, Business, Person, or Your Name

\* Recipient's Email


\* Retype Email

Continue

## 12. Review the item details, input a purpose for your request, attach any documents (if needed) sign the release, input your typed name and click the certify box before clicking "continue."

<BACK Item Details CANCEL X

TRANSCRIPT



eTranscript - Rush Processing

For: **Knight Marian**

Date of Birth: **Jan 01, 1980**

Last 4 SSN: **3213**

**FROM**

Marian University - Indianapolis,  
IN  
Indianapolis, IN

**TO**

Clown School of Indianapolis  
hvarys@marian.edu

**Delivery Method: Electronic**


Credential Fee  
\$23.00

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Item Total  
\$23.00

\* Purpose

✔ Transfer

 Would you like to add an attachment file? (optional) ! Add An Attachment

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

Clear Signature

Sign here with mouse or finger

x \_\_\_\_\_

Type full name as signed above

<span style="color: red;">*</span> First Name	Middle Name	<span style="color: red;">*</span> Last Name
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\*  I certify under penalty of law that I am the individual identified above and am authorized to take this action.




CONTINUE

\* 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


1 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	* CVV

    **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](#)

<b>FOR</b>	Marian, Knight	1	\$3.00	^
<b>ITEM</b>	eTranscript - Unofficial		\$3.00	
<b>FROM</b>	Marian University - Indianapolis, IN			
<b>TO</b>	Knight Marian			
<b>DID</b>	TWY64W5L			

Order Date: SEP 20, 2021

Placed By: Knight Marian

Total Credential Fees \$3.00

**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

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

Marian University - Indianapolis, IN

Parchment

Recipient

Document Type: Transcript

Delivery Type: Electronic

Recipient: Knight Marian

regis@marian.edu