

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)

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 Parchment accounts created prior to September 20, 2021 are no longer active.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.

New Learner Account

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		

All items marked with a red asterisk are required

ENTER YOUR CONTACT INFORMATION

* Cell Phone

United States of America

* Address 1

Address 2

* City * State/Province * Postal Code

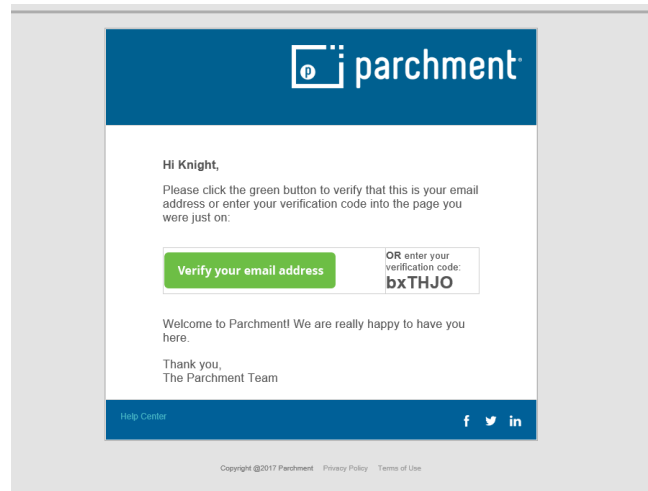
CHOOSE A PASSWORD

* Password * Retype Password

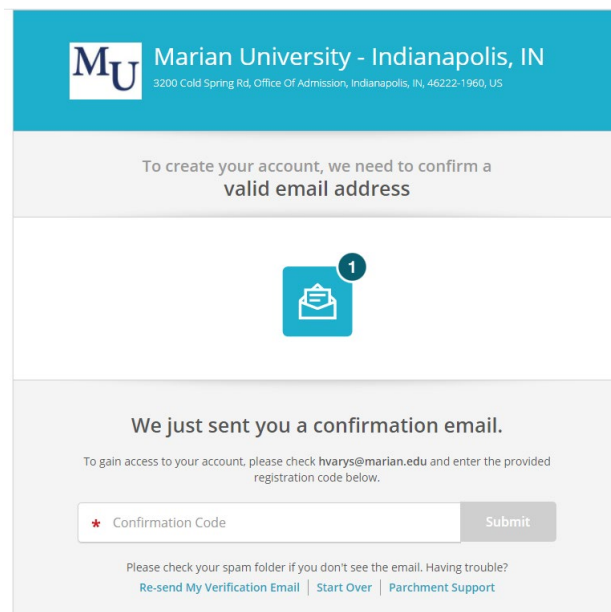
CREATE ACCOUNT & CONTINUE

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.

Welcome to Parchment

Order, manage, and share all your academic credentials in one place!
Begin by adding an organization you attended to your dashboard.

🔍 Add A School You Attended



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



[DASHBOARD](#) [ORDERS](#) [SETTINGS](#)

Welcome to Parchment

Order, manage, and share all your academic credentials in one place!
Begin by adding an organization you attended to your dashboard.

🔍 marian university

453 NATIONAL AVE, FONA LUI LAC, WI

Marian University

3200 Cold Spring Rd, Office Of Admission, Indianapolis, IN

Marian University - Graduate Admission


3200 Cold Spring Road, Indianapolis, IN

Marian University Wood College of Osteopathic Medicine

3200 Cold Spring Rd, Indianapolis, IN



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.



Marian University - Indianapolis, IN
3200 Cold Spring Rd. Indianapolis, IN, 46222-1960

* Are you currently enrolled?

* Your first year of attendance * Year You Graduated or Left

Your Student ID Number * Your Last 4 SSN

Don't have one?

* Please verify your name while attending
 Other name variation or maiden name





* All items with a red asterisk are required.



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 Credentials CANCEL X

MU 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>Transcript</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>	<input type="button" value="Order"/>
	<p>Transcript for VSLO/ERAS Only</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>	<input type="button" value="Order"/>
	<p>Replacement Diploma</p> <p>A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.</p>	<input type="button" value="Order"/>
	<p>Notarized Diploma for Physician Licens...</p> <p>A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.</p>	<input type="button" value="Order"/>

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.*

<BACK
CANCEL X
Set Delivery Destination

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

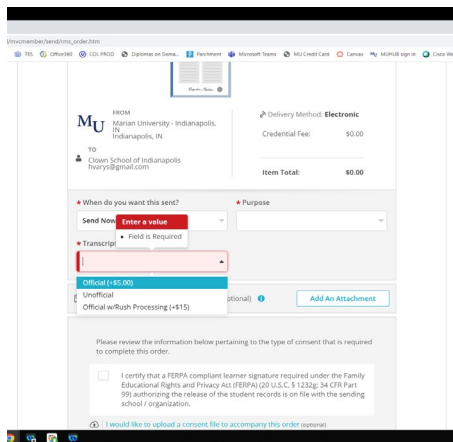


Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

Continue

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.”



The screenshot shows an email order review page. At the top, it says 'FROM: Marian University - Indianapolis, IN' and 'TO: Clown School of Indianapolis'. The delivery method is 'Electronic'. Below this, there are fields for 'When do you want this sent?' (Send Now) and 'Purpose'. There are also fields for 'Transcript' type and 'Official' status. At the bottom, there is a consent section with a checkbox and a signature line.

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

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](#)

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

Document Type: Transcript
Delivery Type: Electronic

Parchment

Recipient
Knight Marian
regis@marian.edu