Parchment Guide for Electronic Transcripts

When you enter the Parchment portal, and you're ready to set the delivery destination, click the blue link below the search bar that reads "I'm sending to myself or another individual." Then, click the option of sending it to another individual when prompted:

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Clicking "I am sending this order to another individual" will direct you to this page:

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Be sure to send your transcript to Beth Koen (<u>eak15@txstate.edu</u>).

This is the ONLY way to ensure your transcript will reach Faculty and Academic Resources.

Once you've completed this step and verified the information, you may press continue.

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When you click continue, you will be redirected to a page similar to the one below. Be sure to state employment as your purpose:

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To process your request and payment, be sure to hit continue.