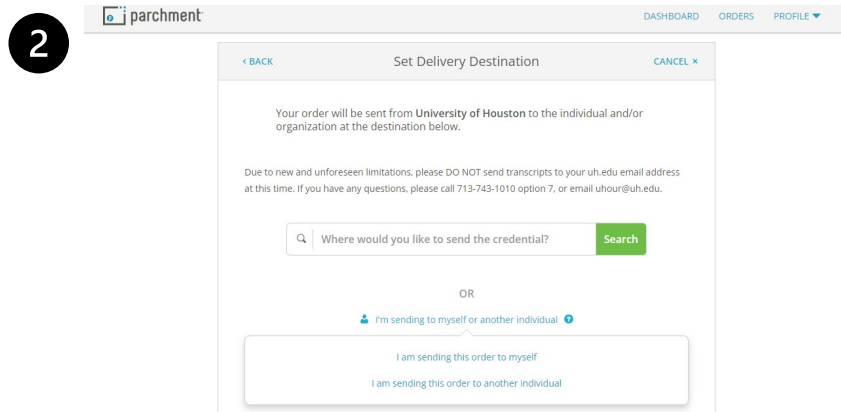
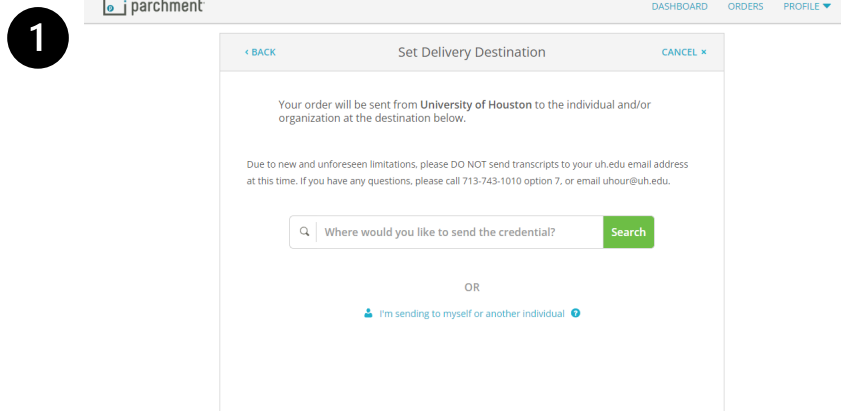
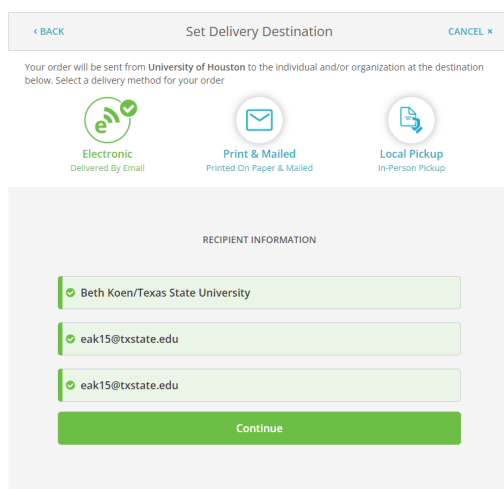


Parchment Guide for Electronic Transcripts

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:



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




Be sure to send your transcript to Beth Koen (eak15@txstate.edu).

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.

Parchment Guide for Electronic Transcripts


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

 parchment DASHBOARD ORDERS PROFILE

< BACKItem DetailsCANCEL x



Transcript
For:

FROM
 University of Houston
Houston, TX

TO
Beth Koen/Texas State University
eak15@txstate.edu


Delivery Method: **Electronic**

Credential Fee: \$12.50

Item Total: \$12.50

* Purpose: Employment

* When do you want this sent?: Send Now

 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.

Sign here with mouse or finger Clear Signature

X _____

Type full name as signed above

* First Name	Middle Name	* Last Name
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I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

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

Support: Help CenterSupport: Screen ShareTerms of UsePrivacy Policy

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