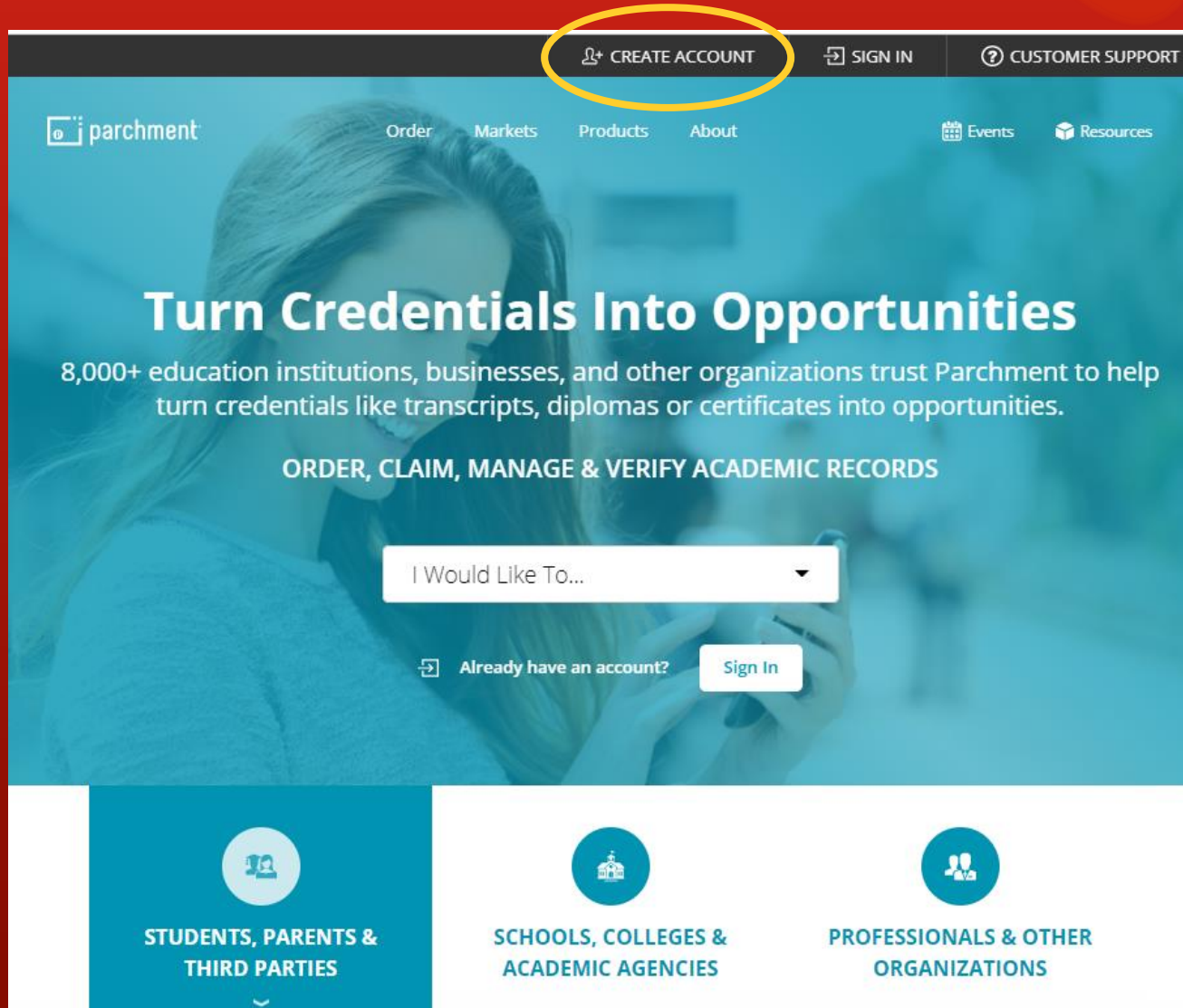


Create Your Parchment Account

1. Create Your Account – Go to www.parchment.com



The screenshot shows the top navigation bar of the Parchment website. The 'CREATE ACCOUNT' link is highlighted with a yellow circle. Below the navigation bar, the main content area features a large blue-tinted image of a woman looking at her phone. The text on the page reads: 'Turn Credentials Into Opportunities', '8,000+ education institutions, businesses, and other organizations trust Parchment to help turn credentials like transcripts, diplomas or certificates into opportunities.', and 'ORDER, CLAIM, MANAGE & VERIFY ACADEMIC RECORDS'. There is a search bar with the placeholder text 'I Would Like To...' and a 'Sign In' button. At the bottom, there are three columns representing different user groups: 'STUDENTS, PARENTS & THIRD PARTIES', 'SCHOOLS, COLLEGES & ACADEMIC AGENCIES', and 'PROFESSIONALS & OTHER ORGANIZATIONS'.

[CREATE ACCOUNT](#) [SIGN IN](#) [CUSTOMER SUPPORT](#)

[Order](#) [Markets](#) [Products](#) [About](#) [Events](#) [Resources](#)

Turn Credentials Into Opportunities

8,000+ education institutions, businesses, and other organizations trust Parchment to help turn credentials like transcripts, diplomas or certificates into opportunities.

ORDER, CLAIM, MANAGE & VERIFY ACADEMIC RECORDS

I Would Like To...

[Already have an account?](#) [Sign In](#)

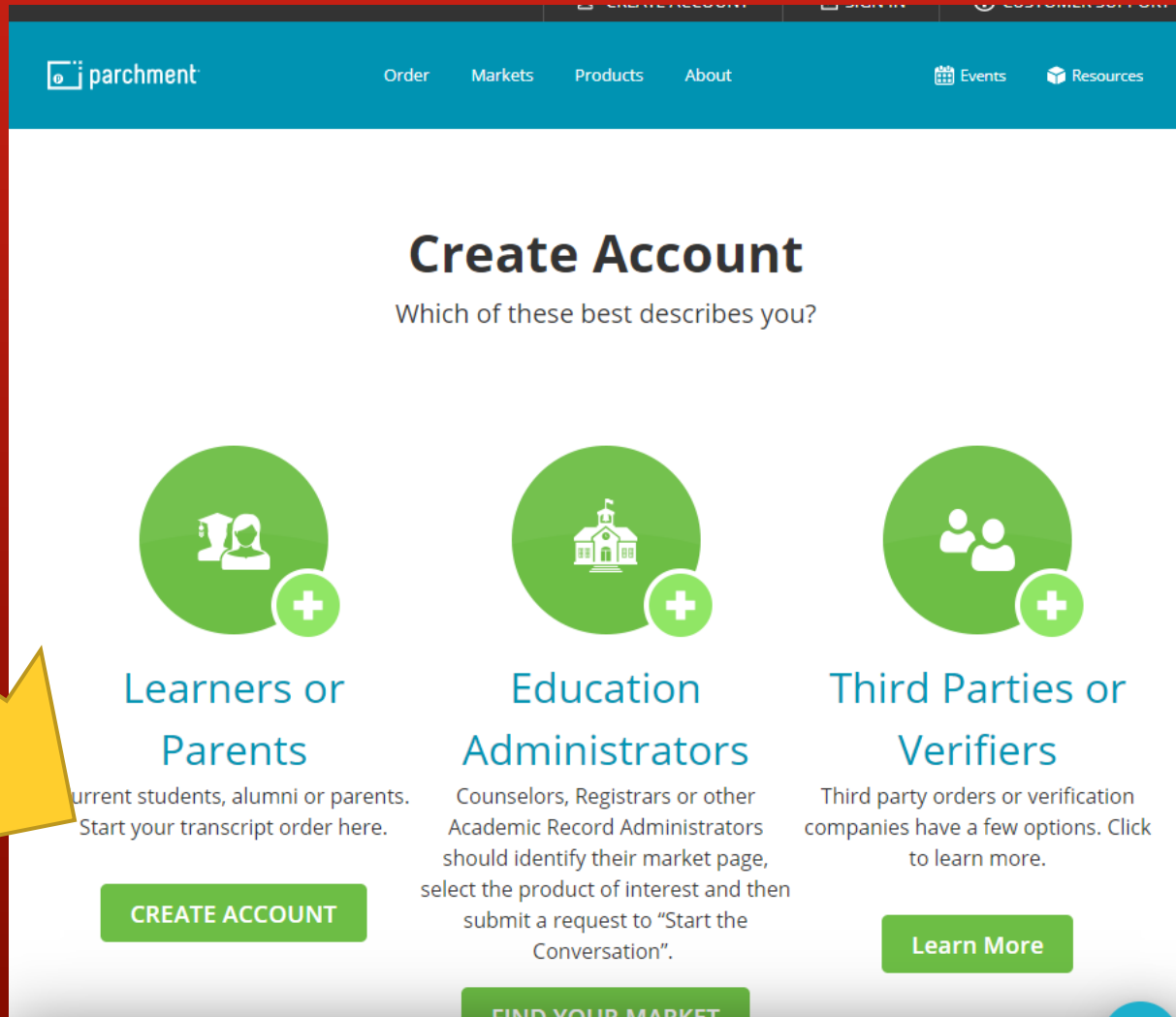
STUDENTS, PARENTS & THIRD PARTIES

SCHOOLS, COLLEGES & ACADEMIC AGENCIES

PROFESSIONALS & OTHER ORGANIZATIONS

Create Your Parchment Account

2. Click on Create Account under Learners or Parents



The screenshot shows the Parchment website's 'Create Account' page. The navigation bar at the top includes 'parchment', 'Order', 'Markets', 'Products', 'About', 'Events', and 'Resources'. The main heading is 'Create Account' with the subtext 'Which of these best describes you?'. There are three columns of options, each with a green circular icon containing a white symbol and a plus sign in a smaller circle. The first column is for 'Learners or Parents', the second for 'Education Administrators', and the third for 'Third Parties or Verifiers'. A large yellow arrow points to the 'Learners or Parents' option.

Learners or Parents
Current students, alumni or parents. Start your transcript order here.
[CREATE ACCOUNT](#)

Education Administrators
Counselors, Registrars or other Academic Record Administrators should identify their market page, select the product of interest and then submit a request to "Start the Conversation".
[FIND YOUR MARKET](#)

Third Parties or Verifiers
Third party orders or verification companies have a few options. Click to learn more.
[Learn More](#)

Create Your Parchment Account

3. Fill in your personal information

- You **MUST** use your full legal name
- Use a personal email...**NOT** your APS email

*Send yourself an email or text with Parchment Account in the subject and the email and password you entered for creating this account.

The screenshot shows a web form for creating a Parchment account. At the top, there is a blue button with a Facebook logo and the text "Sign up with Facebook". Below this is a horizontal line with the word "OR" centered. The form fields are as follows:

- First Name:** Text input field containing "Gina".
- Middle Name (Optional):** Text input field, currently empty.
- Last Name:** Text input field containing "Smart".
- I am a parent / legal guardian
- Date of Birth:** Three dropdown menus. The first is set to "August", the second to "26", and the third to "1999".
- Highest level of education:** A dropdown menu set to "11th Grade".
- Email:** Text input field containing "jlginasmart123.com".
- Password:** Text input field with seven asterisks.
- Yes, I am interested in colleges and scholarship programs discovering me through Parchment
- No, I do not want to be discovered by colleges and scholarship programs looking for students like me
- I have my parents' or legal guardians' permission to create this Parchment account
- Sign Up:** A large green button.


At the bottom, there is a line of text: "By signing up you agree to the Parchment [terms of use](#) and [service agreement](#)."

Create Your Parchment Account

4. Confirm Your Email – Go to your email and enter the Confirmation Code or click the link in the email to advance to the next screen.

The Parchment Screen

Nearly There.



We emailed a verification code to ginasmart123.com


Please enter the code below

Confirmation Code

Please check your spam folder if you don't see the email. Having trouble?
[Re-send My Verification Email](#) | [Start Over](#)

OR

Your Email Screen



Hi Gina,

Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

OR enter your verification code: **aBPu0A**

Welcome to Parchment! We are really happy to have you here.

Thank you,
The Parchment Team

Create Your Parchment Account

5. Add Your Current High School – Start by clicking on DASHBOARD in the upper right hand corner. Then click on the Plus symbol to add **North Atlanta High School** to the schools you have attended.

The screenshot displays the Parchment user interface. At the top left is the 'parchment' logo. The top navigation bar includes 'DASHBOARD' (circled in yellow), 'ORDERS', 'COLLEGE TOOLS', and 'PROFILE'. Below this, there are tabs for 'Credentials', 'College List', and 'College Matches'. A red banner indicates 'Profile is 6% Complete | Quick Questions'. The user's profile is shown as 'Gina Smart' with options to 'Edit Profile' and 'Edit Profile Picture'. The main content area features a grid of university logos and a large blue plus sign. Text overlaying the grid reads: 'Order your credentials from over 9000 organizations in our network' and 'Start by adding a school or organization you attended'. A black arrow points from the 'DASHBOARD' tab down to the plus sign.

Create Your Parchment Account

5. **Find North Atlanta High School** – Click **Add** when you find it.

Enter the name of your school in the search box and click **Search**.

[Advanced Search](#) ▾

- Click **Advanced Search** to narrow the results and search by:
 - High schools
 - Colleges
 - City, State, or Country

Create Your Parchment Account

6. Add Enrollment Information - Complete this page. Follow the example below. Click on **Consent and Request**.

Your Name

Gina Smart

I would like to add a maiden name or variation to help match the credential I'm ordering

Date of Birth *

Aug 26 1999

Gender

Female

Earliest Year *

2017

Expected Grad Year *

2021

FERPA Privacy Rights

recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature. If you have questions about this waiver, please discuss its implications with your counselor.

I recognize the confidential nature of the Secondary School Report and other recommendations and

- I waive my right to access
 I do not waive my right to access

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

CONSENT AND REQUEST