Step by Step Instructions to Request a Transcript via Parchment

1. Log into MyCSU
2. Click on the Order Transcripts Tab
3. Click on the Order Transcript Link. You have now entered the Parchment website.
4. Login or Register
5. Choose where you want your transcript sent:
   a. Type in the school’s information
      i. Select the appropriate institution
      ii. If you cannot find your destination, click on Enter Your Own
   b. Choose to send it to yourself, another individual or third party
      i. Choose eTranscript
         1. Choose now, hold for grades or hold for degree
         2. Enter recipient name, email address and add an optional attachment
         3. Continue
      ii. Choose Paper Transcript Mailed
         1. Enter Mailing Information
         2. Continue
      iii. Update Shopping Cart if needed
      iv. Continue shopping if needed
      v. Checkout
      vi. Click on Consent
      vii. Next
      viii. Confirm Billing Information
      ix. Next
      x. Confirm
      xi. Enter Billing Information
      xii. Pay now
      xiii. Review Order