

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