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Accessing Transcripts/Diplomas

(for Testers and non-registered Third Parties)

<u>GOAL</u>: This document provides instructions on how to open the document that is sent to you. This applies to Testers and Third parties who do not have a Parchment Receive account.

How to access the document

- To begin, you will know an electronic transcript has been sent to you when you receive an email from <u>noreply@parchment.com</u> titled "GED®: Parchment Send Service: Document #12345678".
- 2. When you open the email it will look like this. Click on the "Access the secure document" link or copy and paste the url that is listed in your browser (see Figure 1).



Figure 1: "Access the secure document" link

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3. On the following screen you will need to click on the "**Next**" button as doing so will generate an email containing the passcode you need to retrieve your secure document (see Figure 2).

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Figure 2: "Next"

4. This screen lets you know that an email with the passcode was just sent to you. **Note:** If the email doesn't appear in your inbox, please check your spam/junk box (see Figure 3).

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Figure 3: Email with passcode

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(for Testers and non-registered Third Parties)

5. Pay attention to your email inbox. The email containing the passcode looks like this. Your "**Document access code**" will be listed above the "**Need help**?" section (see Figure 4).

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Figure 4: "Document access code" and "Need help?" section



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6. Now, return to the screen that asks you to enter the passcode and after doing so click on the "**Next**" button (see Figure 5).

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7. Now, you can download your document by clicking on the "**Download**" button. More specifically, you can download your document up to 7 times in the next 30 days. It is recommended that you download and save your document in more than one location for future reference (see Figure 6).

NOTE: When printing an unofficial copy of the certified PDF you may need to adjust your printer settings in order to prevent cropping the document.



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Figure 5: "Download"

8. After clicking on the "**Download**" button you will see the following document "**How to Authenticate This Official Transcript**" (see Figure 6). It has important information about what makes the transcript official. Below this document you will see the "**Official GED** ® **Transcript**" (see Figure 6.1).

CIECTINE SERVICE Differ of GED Assessment Services - Transcript Tight Ms. NW State Gig Washington, DC 20036 How to Authenticate This Official Transcript	
now to Authenticate This Official Transcript	
This official document has been transmitted electronically to the recipient, and is intended solely for use by that recipient. If you are not the intended recipient, please notify GED Testing Service at <u>http://gedupont.arciment.com</u> call us at 1.888-956-4031. It is not permissible to replicate this document or forward it to any person or organization other than the identified recipient. Release of this record or disclosure of its contents to any third party without written consent of the record owner is prohibited.	
This official transcript has been digitally signed and therefore contains special characteristics. If this document has been issued by the GED Testing Service, and this document is viewed using Adobe® Acrobat version 6.0 or greater, or Adobe® Reader version 6.04 or greater, it will reveal a digital certificate that has been applied to the transcript. This digital certificate will appear in a pop-up screen or status bar on the document, display a blue holow, and decare that the document was certified by GED Testing Service with a valid certificate issued by GeoTrust GA for Adobe®. This document certification can be validated by clicking on the Signature Properties of the document.	
The blue ribbon symbol is your assurance that the digital transcript is valid, the document is authentic, and the contents of the transcript have not been altered.	
If the transcript does not display a valid certification and signature message, reject this transcript immediately. An invalid digital certificate means either the digital signature is not authentic, or the document has been altered. The digital signature can also be revoked by the transcript office if there is cause, and digital signatures can expire. A document with an invalid digital signature digital y should be rejected.	Figure 6: "How to Authenticate This
Author Unknown, can have two possible meanings: The transcript is self-signed or has been issued by an unknown or untrusted transcript authority and therefore has not been trusted, or the revocation check could not complete. If you receive this message make sure you are properly connected to the internet. If you have a connection and you still canot validate the digital transcript on-line, reject this document.	Official Transcript"



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Figure 6.1: "Official GED ® Transcript"

IMPORTANT: Additional Questions

If you have additional questions please email us at <u>help@ged.com</u>.