Ordering Transcripts and Diplomas
(for US Testers who took the GED test PRIOR to Jan 1, 2014)

**GOAL:** This document provides US Testers who passed the GED test PRIOR to January 1, 2014 with instructions on how to order duplicate copies of their transcript/diploma for themselves or to be sent to an institution like a college or university.

**IMPORTANT:** If you are ordering a PAPER DOCUMENT to be sent to an address outside of the United States, you must select an International shipping option. Please select USPS International or FedEx International.

- USPS International can take up to 60 days to deliver.
- For international expedited orders, we use FedEx International Priority, which delivers typically in 1 to 3 business days.

Cut-off time:
We must have received and processed your order by 2pm (US Mountain time) for it to be sent out the same day. If your order is processed after this time, it will be sent out the following business day.

**Steps to Order Transcripts and Diplomas**

1. Go to [https://ged.com](https://ged.com) and click on "Life After GED" (see Figure 1).

![Figure 1: "Official GED Website"](https://ged.com)
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2. Since you credentialed PRIOR to 2014 you will need to select your “Region” and “Area” before clicking on the “Request Transcripts” button (see Figure 2).

Figure 2: “Request Your Transcript”
3. Click "Create Account" if you have not created a GED Credential account before (see Figure 3).

**Figure 3: “Create Account”**
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4. Enter your demographic information and be sure to enter information in all fields marked with an asterisk (*) (see Figure 4).

Figure 4: “Demographic Information”
5. Now, complete the “Authentication Details” (5), “Name While Testing” (5.1) and “Login Details” (5.2) sections of this form. Next, click “Submit” (see Figure 5.3).
6. Select the type of document you want to order (see Figure 6).

7. Here you will need to indicate where you would like your document(s) sent to. Your institution might already be registered as thousands of institutions are already registered with us. So, enter the name of the institution you would like to send the document(s) to in the space provided eg. Georgetown University and click on the "SEARCH" button (see Figure 7).

Figure 6: Type of Document

Figure 7: "Search"

Figure 7.1: "Send to Yourself, Another Individual, or Third Party"
NOTE: If the institution's name does not appear below the search bar don’t worry. Just click on the "Send to Yourself, Another Individual, or Third Party" link (see Figure 7.1) and go to step 8 to find out what your remaining steps in the process are.

7b. If the institution you are sending the document to is a registered third party their name will appear below the “SEARCH” button. Be sure to click on the correct "SELECT" button as there might be more than one institution listed (see Figure 7b).
7c. If the information listed under "Destination" is correct, click on the "Continue" button (see Figure 7c) and go to step 9 to see what your remaining steps are in this process.
8. Decide on the type of transcript you would like to send to yourself or the third party and click on the image. Note: Electronic is the fastest, most secure, and environmentally friendly method to request your transcript (see Figure 8).

Figure 8: Type of Transcript
8b. Enter the “Recipient’s Name” and “Email Address” (see Figure 8b). Before clicking on the "Continue" button you should confirm with the recipient that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please tell the recipient to allow emails from parchment.com (see Figure 8b.1).
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9. Details about what you ordered will be listed on the screen. If you would like to continue with the order click "Checkout" (see Figure 9). If you have changed your mind about the order you can click on the "Remove" (see Figure 9.1) button or "Update Shopping Cart" button (see Figure 9.2).

10. You will see a message stating we have your consent on record so you can proceed to checkout by clicking on the "Next" button (see Figure 10).
11. Now, you will see the payment screen. Enter the required information and be sure to check that the billing address listed is correct. Then, click on the "Next" (see Figure 11) button to proceed. Note: You can click on the "back" button to go back to the previous screen (see Figure 11.1).
12. It's time to review your order. If you need to edit payment or billing address information you can do so on this screen (see Figure 12).

![Figure 12: Payment or Billing Address Screen](image)

13. Details about the document you ordered will be listed towards the bottom of this page. If the information on this page is correct click on the "Confirm" button (see Figure 13).

![Figure 13: “Confirm”](image)
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14. On the following screen your order number will be listed. It is recommended that you take note of the order number in case you need it for future reference (see Figure 14).

Figure 14: “Order #”

⚠️ IMPORTANT: If you have additional questions please email us at help@ged.com.