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## **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.

• For international expedited orders, we use <u>FedEx International</u> <u>Priority</u>, 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

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

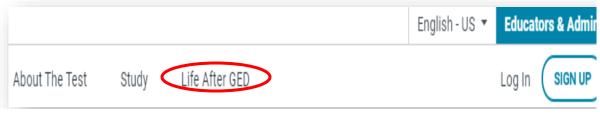


Figure 1: "Official GED Website"



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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).

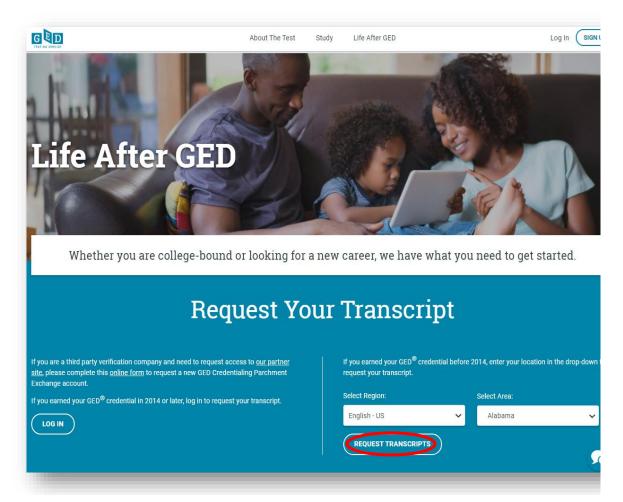


Figure 2: "Request Your Transcript"



3. Click "Create Account" if you have not created a GED Credential account before (see Figure 3).

ाख्य 1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Order
ew User					
To request a transcript	you must login or reg	jister by creating a new	account. If you have alre	ady registered, plea	se enter your Email
and Password to the I	off and click Sign In				
	en and click Sign III.				
If this is your first time	using the online orde	er system, please click	Create Account and ente		ation. Once your
If this is your first time	using the online orde	er system, please click	Create Account and ente d track the status of your o		ation. Once your
If this is your first time	using the online orde	er system, please click		orders.	ation. Once your
If this is your first time account is created you	using the online orde	er system, please click		orders.	
If this is your first time account is created you eturning Users	e using the online orde a will be able to reque:	er system, please click st transcripts online and		orders.	
If this is your first time account is created you eturning Users In order to continue,	e using the online orde a will be able to reque:	er system, please click st transcripts online and		orders.	
If this is your first time account is created you eturning Users	e using the online orde a will be able to reque:	er system, please click st transcripts online and		orders.	
If this is your first time account is created you eturning Users In order to continue,	e using the online orde a will be able to reque:	er system, please click st transcripts online and		orders.	
If this is your first time account is created you eturning Users In order to continue, Email Address:	e using the online orde a will be able to reque:	er system, please click st transcripts online and		orders.	

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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).

1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review O
IOTE: If you have already o	created an account, plea	ase login.			
Address Details					
First Name:		*			
Middle Name:			•		
Last Name:		*			
Street Address:		*			
Address Line 2:			-		
City:		*	(Military Addresses: en	ter APO, DPO, or FP	0)
State/Province:	Please select		•		
Post/Zip Code:		*			
Country:	United States	*			
Telephone:		*	(eg. 555-555-5555)		

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).

	Telephone:		* (eg. 555-555-5555)	
►	Authentication Details			
	Date of Birth:	¥¥,	* *	
	Year Passed GED:	•		
	Name While Testing: Title:			
<b>+</b>	First Name:		•	
	Middle Name:			
	Last Name:		•	
	Suffix:			
	Test ID:		Student ID	
	Login Details			
	Email Address:	<b>.</b>		
	Confirm Email:	_		
		•		
	Password:		For security, your password mu length and contain at least 3 of • An uppercase letter (A-Z)	
	Confirm Password:	<b>.</b>	A lowercase letter (a-z)     A number (0-9)     A punctuation character	
	Type the characters as they app characters. Refresh as many tim <b>Porto</b> Type the text	es as necessary.		con located below for a new set of
	_	_		Submit
	Figure	5: " <b>Authent</b> i	cation and Logi	n Details"
	F	iaure 5.1: "N	lame While Testi	ing"



6. Select the type of document you want to order (see Figure 6).

	-				
1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Order
Select Docu	ment				
	Diploma				
			sent		
00	Transcript				
TE	order an official copy of		e sent		
	o a actimation of your	enoice.			
			ering Service v2.9 ment Inc. All Rights Rese		
	Select Docu	Register Documents Select Document Diploma Order atrollicula copy of to a destination of your Transcript Order atrollicula copy of Under atrollicula copy of Coder atrollicula copy of	1. Login or Register     2. Select Documents     3. Order Details       Select Document     Diploma     Diploma       Direr an official copy of your diploma to be to a destination of your choice.     Transcript       Direr an official copy of your transcript to be to a destination of your choice.     Transcript	1. Logn or Register       2. Select Documents       3. Order Details       4. Provide Consent         Select Document       Diploma       0. Order an official copy of your diploma to be sent to a destination of your choice.       9. Order an official copy of your diploma to be sent         Transcript       Order an official copy of your transcript to be sent	1. Logn or Register       2. Select Documents       3. Order Details       4. Provide Consent       5. Payment         Select Document       Diploma       Diploma </td

## Figure 6: Type of Document

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).





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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).

1. Login or Register	®ष्⊡ 2. Select Documents	3. Order Detail	s 4. Provide C	onsent 5. Payment	6. Review Order
here would	you like your do	cument(s) se	ent?		
	Start by searching for Institution Name, Acrony				- 1
	Georgetown			Q SEA	ARCH
	12 Matches Found:				_
IN STITUTION			EMAIL	LOCATION	
Georgetown Unive	rsity	0	mduffy@test.tom	Washington, DC, US	SELECT
Horry-Georgetown	Technical College	0		Conway, SC, US	SELECT
Georgetown Colleg	ge	0		Georgetown, KY, US	SELECT
Southwestern Univ	versity	6		Georgetown, TX, US	SELECT
Georgetown Unive MasterÂ's in Nursir	rsity - Nursing@Georgetov ng	vn:		Landover, MD, US	SELECT
Georgetown Unive	rsity School of Continuing	Studies 🚯		Washington, DC, US	SELECT

Figure 7b: "SELECT"



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.

Product Description	on				
		ED <sup>®</sup> test transcript. O for high volume perio	rders are generally proce	essed within a few bu	isiness days.
			eive an electronic copy o Illow emails from <b>parchm</b>		o, to avoid
This is the fastest, mo	st secure, and environ	nmentally friendly metho	od to request your transcript	L	
Destination:			Document Name:		
Georgetown Univer Washington, DC 20			eTranscript - \$15.00 Switch to Mail Delivery		
Continue			Content to Main Delivery		
Order Options					
	De	elivery Mode	Electronic		
F	Purpose for Transcri	pt (Optional)			Ŧ
	use filtering systems	to reduce spam. Sor	netimes, they accidentally		
			into lliveld or llbuild folds	ers, please verify that	t the recipient can
eceive. To make sure	that your document	emails are not filtered	TINLO "JUNK" OF "DUIK" TOIDE	,,,,	
	that your document	emails are not filtered	יזוונס "זערא" סר "סעוא" וסועפ	,	Total \$15.0



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).

1. Login or Register	্রথত 2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Ord
Select Product Ty	/pe				
	eTranscript Order an official certified generally processed with processing time for high	nin a few business da	ys. Please allow additio		\$15.00
	Paper Transcript Order an official paper o		gh school equivalency t		\$15.00



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).

Please allow additional process	ing time for high volume p	eriods.
	*	o receive an electronic copy of your transcript. Also, to avoid to allow emails from <b>parchment.com.</b>
· This is the fastest, most secure, an	d environmentally friendly r	nethod to request your transcript.
Order Options		
	Delivery Mode	Electronic
	Recipient Name*	Academy of Business
	Email Address*	tomsmith@busacademy.com
		Enter the recipient's email address for delivery
Purpose for	Transcript (Optional)	
tet Email Providers use filtering	systems to reduce spam.	Sometimes, they accidentally filter the email that you want them to
	cument emails are not filte	ared into "junk" or "bulk" folders, please verify that the recipient can
eive email nonn raichment (part	annent.com).	
Add Another Item		Continue

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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).

			Total Items: 1	Amount: \$15.00				
Qty.	Document	Name			Unit	Total		
1	Delivery M Document	PTranscript ode - Electronic Date - 03/24/2017 Georgetown Univers			\$15.00	\$15.00	Remov	
						Sub-T	otal: \$15.00	
Update	e Shopping C	art			Contin	ue Shoppin	ng Check	out

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).

1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Order
Consent Received					
We have your conse	ent on record, so y	you may proceed to chec	kout.		
You may have provi	ded consent throu	igh one of the following r	nethods:		
Accessing the Or		ogged into the GED Port rom a previous order			
Accessing the Or		ogged into the GED Port			Next
Accessing the Or		ogged into the GED Port		_	Next
Accessing the Or		ogged into the GED Port			Next



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).

le accept: 1754	
Card Owner's Name:	Priya Singh
est Card Number:	4111111111111
xpiration Date:	January v 2026 v
W Number (More Info)	111
ng Address: our billing address is shown b	ith a credit card, the order will appear as "Parchment" on the credit card statement. Now. The billing address should match the address on your credit card statement. You can cking the <i>Change Address</i> button.
ing Address: bur billing address is shown b	low. The billing address should match the address on your credit card statement. You can
ing Address: our billing address is shown b hange the billing address by c Priya Singh	low. The billing address should match the address on your credit card statement. You can
ing Address: bur billing address is shown b hange the billing address by o Priya Singh 12345 Main Street New Delhi, 110001	low. The billing address should match the address on your credit card statement. You can
ng Address: our billing address is shown b hange the billing address by o Priya Singh 12345 Main Street New Delhi, 110001 None, India	low. The billing address should match the address on your credit card statement. You can
ing Address: bur billing address is shown b hange the billing address by o Priya Singh 12345 Main Street	low. The billing address should match the address on your credit card statement. You can



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).

2. Select Documents	3. Order Details 4. Pro	vide Consent 5.	Payment	়েট্য 6. Review Order
a Iame: ber: e: Nore Info)			Edit P	ayment Information
st match the ad	lress associated with your	credit card)		
treet 0001				Edit Billing Address
	Documents a lame: ber: e: lore info) st match the add	Documents Documents Priya Singh ber: 4111XXXXXX Constrained and the address associated with your treet	A A A A A A A A A A A A A A A A A A A	Documents Priya Singh ber: 4111XXXXXXXX1111 E: January, 2026 tore Info) 111 st match the address associated with your credit card) treet

Figure 12: Payment or Billing Address Screen

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).

Document Name		Qty.	Unit Price	Total
eTranscript		1	\$15.00	\$15.00
Delivery Mode - Electronic				
Document Date - 03/24/2017 11:07	:48			
Purpose For Transcript - Employm	ient			
Send To - Georgetown University				
			Sub-Total:	\$15.00
			Total:	\$15.00
lote - If the email address of the recipient	a a member of the Darahment Evolution	notwork	. Darahmant will dal	
archment Receive inbox instead of their e	-		, Parchinent will dei	liver to their
Back				Con
				-
	Figure 13: "Confiri	n" –		





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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).

GED	CREDENTIAL REQUESTING SERVICE
TESTING SERVICE*	
Order #71968	
Order #71968 Thank you for using our do	ocument ordering site.
	ocument ordering site.

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

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