

Accessing Transcripts/Diplomas

(for non-registered Third Parties)



GOAL: This document provides instructions on how to open the document that is sent to you. This only applies to Third parties who do not have a Parchment Receive account.

How to access the document

1. To begin, you will know an electronic transcript has been sent to you when you receive an email from noreply@parchment.com titled "**GED® - International: 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).

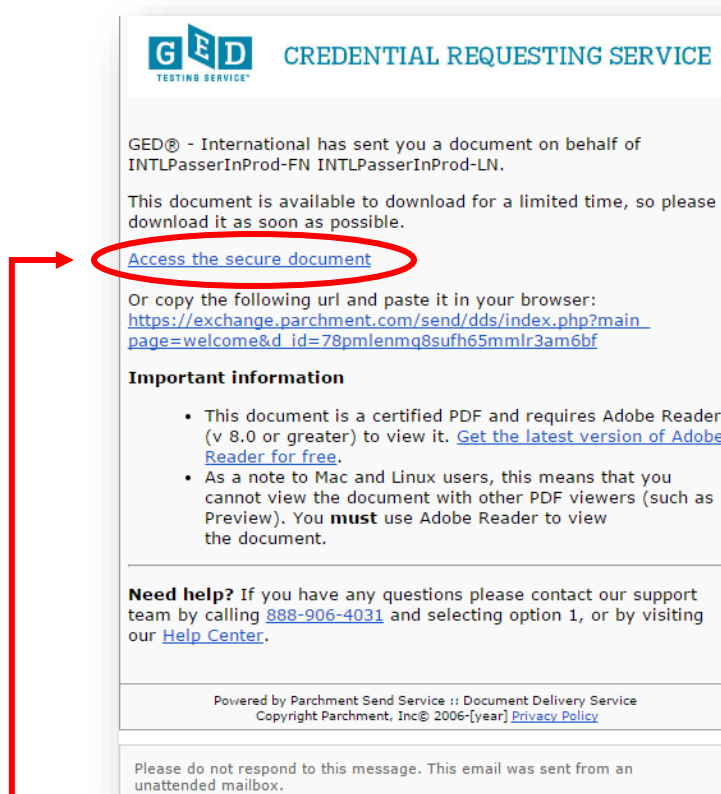


Figure 1: "Access the secure document" link

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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).

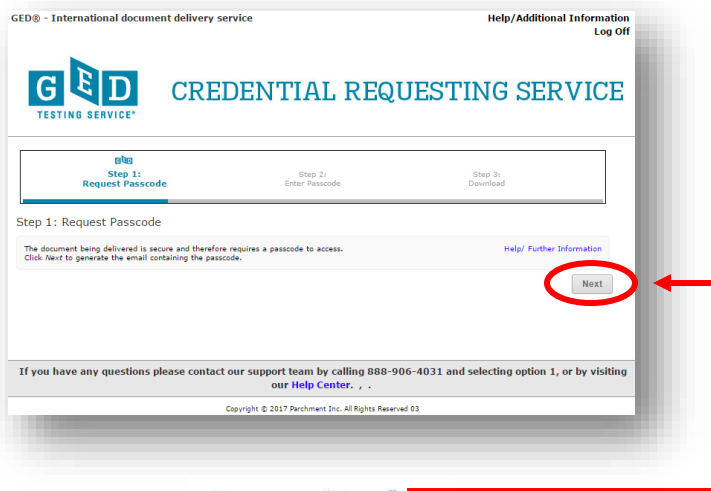


Figure 2: "Next"

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).

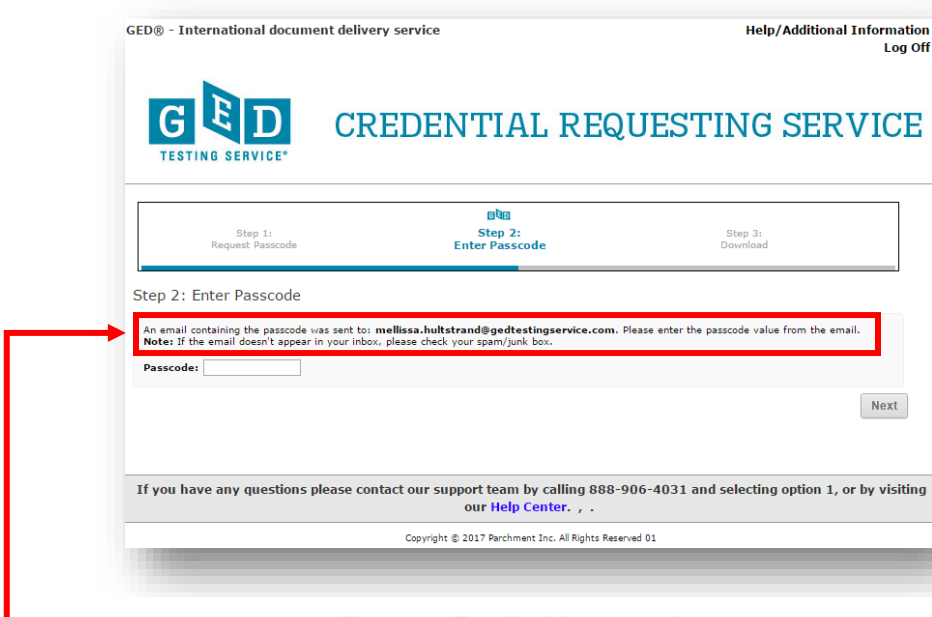


Figure 3: Email with passcode



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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).

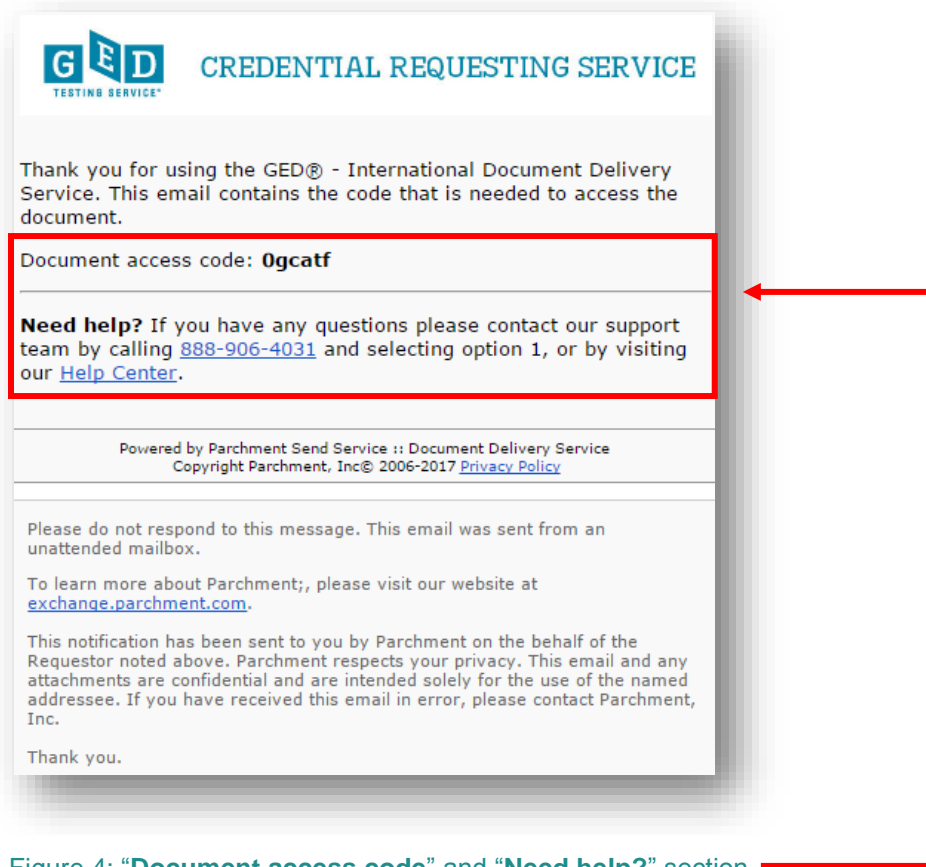


Figure 4: "Document access code" and "Need help?" section

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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).

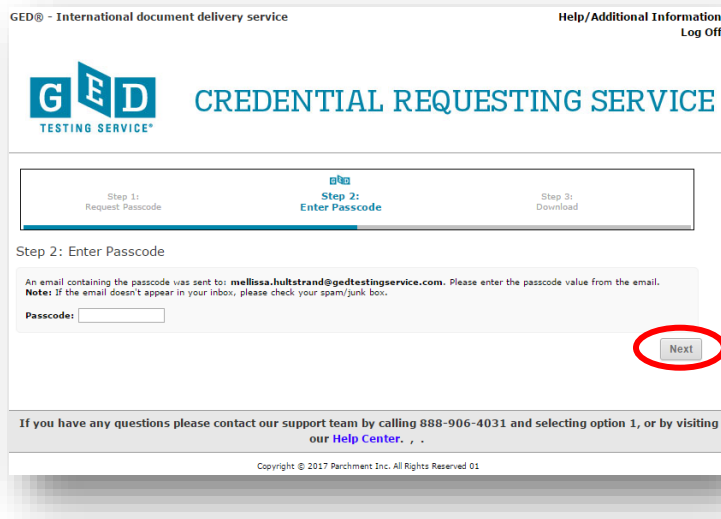



Figure 5: "Next"

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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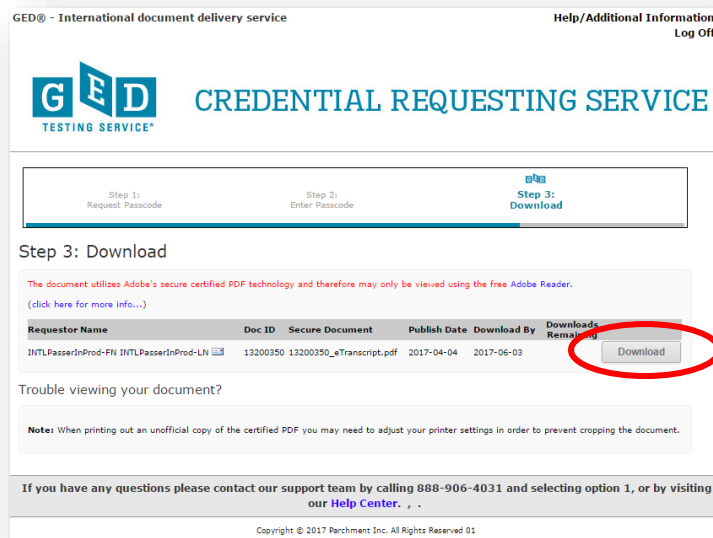


Figure 5: "Download"

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).

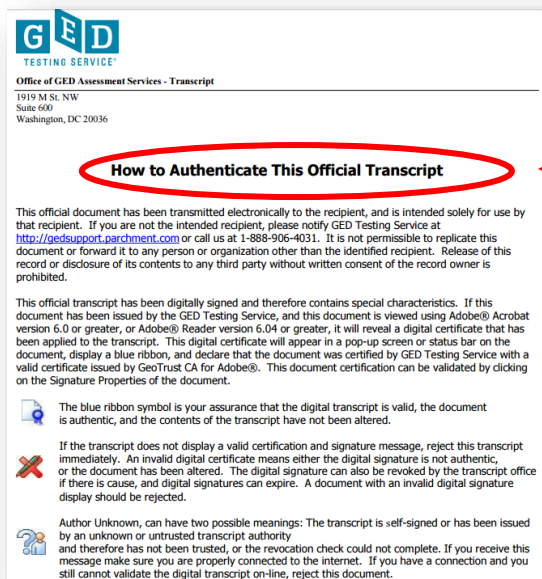


Figure 6: "How to Authenticate This Official Transcript"



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VERIFIED OFFICIAL GED® TRANSCRIPT IN PDF FORMAT ONLY

GED TESTING SERVICE **OFFICIAL GED® TRANSCRIPT** Issued by the GED Testing Service as of 04/04/2017

Martin D. Keh
Martin Keh
Vice President, Assessment Services

CANDIDATE INFORMATION

LAST NAME: INTLPASSERINPROD-LN	FIRST NAME: INTLPASSERINPROD-FN	MIDDLE: MN
ADDRESS: 123 elm creek	ADDRESS2:	
CITY: Thailand City	STATE:	ZIP: 33333 COUNTRY: TH
ID NUMBER: 20170331-9842-4767	DATE OF BIRTH: 05/18/1975	PHONE: 3332222222
TESTING JURISDICTION: International	PASS DATE: 03/30/2017	

Click on a test subject area or performance level for more detailed information

TEST RESULTS

	LANGUAGE	DATE	SCORE*	PERFORMANCE LEVEL	STATUS	PERCENTILE RANK
Reasoning Through Language Arts	English	03/25/2017	185	GED® College Ready	PASS	69
Mathematical Reasoning	English	03/25/2017	150	GED®	PASS	31
Science	English	03/30/2017	170	GED® College Ready	PASS	87
Social Studies	English	03/30/2017	180	GED® College Ready	PASS	93

TOTAL 665 OVERALL PASS

* The scores on the report are the highest scores achieved by the candidate and not necessarily the most recent. If retake scores are lower than scores previously achieved, the retake scores are not reported.

Figure 6.1: “Official GED ® Transcript”



IMPORTANT: Additional Questions

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