

Third Party GED® Parchment Transcripts

PURPOSE: To provide direction on how 3rd parties can order, track, and receive GED® Transcripts.

Step 1- Order a transcript on behalf of an individual

1. Sign in to exchange.parchment.com and click **Order > Student Transcripts** (See Figure 1).

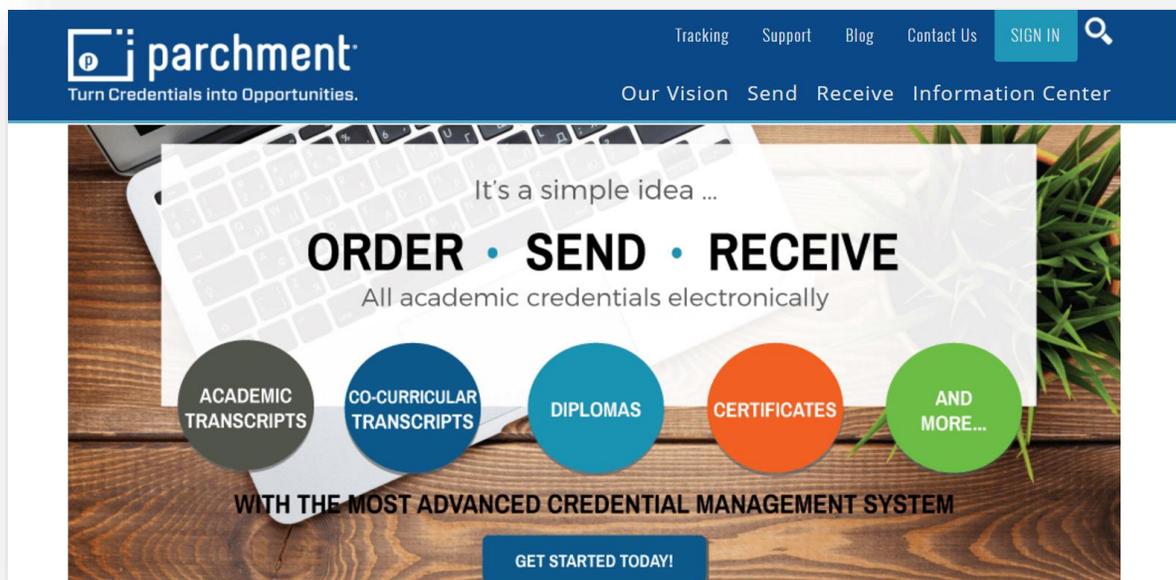


Figure 1: The Parchment Log in Screen

- 2.a If searching for a new student you must enter their First Name, Last Name, DOB and email address (See Figure 2a).

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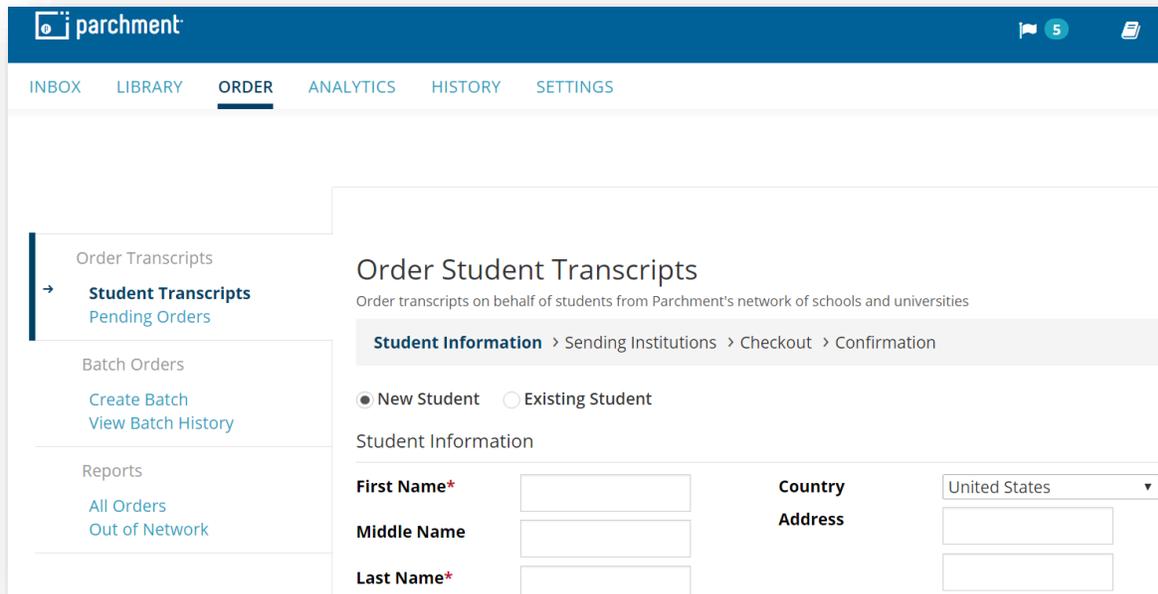


Figure 2.a: The “Order Student Transcripts” Student Information Screen

2.b Fill in the fields. You may be asked to upload the **Transcript Request** (See Figure 2.b).

Authorization Form -

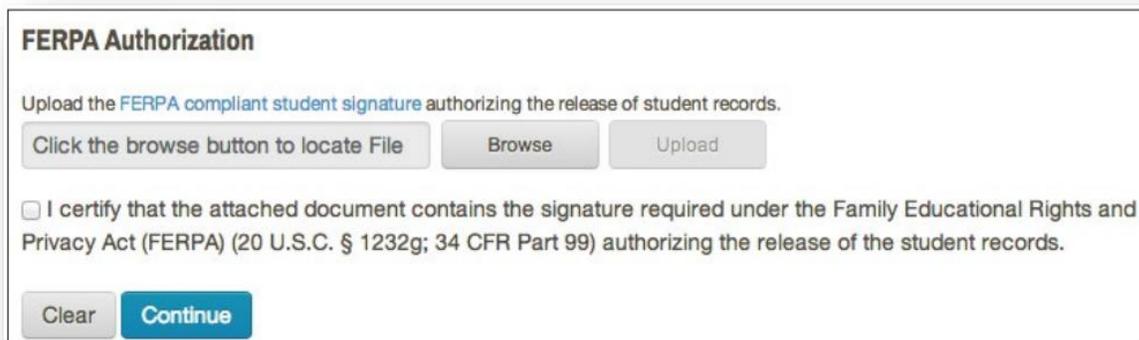
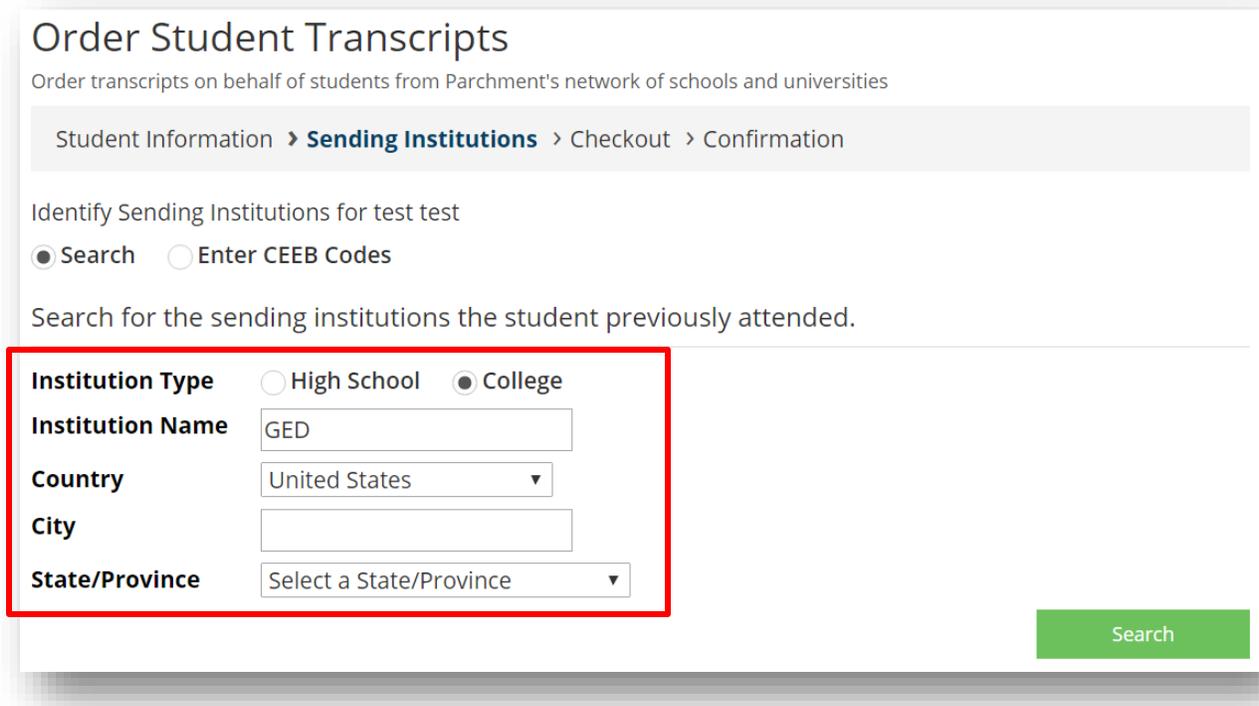


Figure 2.b: The “FERPA Authorization” Screen

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- 3.a Next to “**Institution Type**”, leave “**College**” selected (do not change to ‘High School’). Enter “**GED**” next to “**Institution Name**” and select where they took the test (See Figure 3a).



Order Student Transcripts

Order transcripts on behalf of students from Parchment's network of schools and universities

Student Information > **Sending Institutions** > Checkout > Confirmation

Identify Sending Institutions for test test

Search Enter CEEB Codes

Search for the sending institutions the student previously attended.

Institution Type High School College

Institution Name

Country

City

State/Province

Search

Figure 3.a: The “**Sending Institution**” Information

- 3.b Continue to enter the required information. If the individual went by a different name when they took the test, enter what their name was in the “**Name While Testing**” section (See Figure 3.b).

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Order Student Transcripts

Order transcripts on behalf of students from Parchment's network of schools and universities

Student Information > **Sending Institutions** > Checkout > Confirmation

Identify Sending Institutions

Provide the enrollment information for each of the student's sending institutions.

GED - Alabama

School Name

GED - Alabama

City

Montgomery

Enrollment Status*

Currently Enrolled

Not Currently Enrolled

Year Passed GED*

Year ▾

Test Id

Applicant ID ⓘ

Last 4 of SSN*

[Add additional sending institutions](#)

Finish Later

Save and Add Another Student

Save and Continue

Name While Testing *(if different)*

First Name

Middle Name

Last Name

Suffix

Suffix ▾

Figure 3.b: "Name While Testing"

4. If you are prompted to make a payment, pay the applicable fees and click "Submit". You will get a confirmation screen. Take a screenshot to show that you placed the order and paid for it (See Figure 4).

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Order Student Transcripts

Order transcripts on behalf of students from Parchment's network of schools and universities

Student Information > Sending Institutions > Checkout > Confirmation

Confirmation

The following transcript requests have been submitted on behalf of the selected student(s).

Parchment is unable to deliver the requests marked with a warning icon (⚠). Please print these Transcript Request Forms and deliver them to the sending school.

Greg Testcase

DID#	School/College Name	Network Status	CEEB Code	Parchment Exchange ID	City, State/Province	Country	Fee
T6D1ULH	GED - California	In Network	BK0076	1900783	Sacramento, CA	US	\$0.00

Figure 4: The “Confirmation” Screen



IMPORTANT:

You must take a screenshot if you need a receipt because we are unable to provide receipts in any other way.

Step 2- Track the order

5. Sign in to exchange.parchment.com and click **Order**.
6. Fill in the required fields and click “**Search**” (6.1). Provide as much information as possible to narrow your results. It is important that you **DO NOT** select “**High School**” for Institution Type (See Figure 6).

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All Orders

View the status of all orders.

Order Information

Order Date: to

Complete Date: to

Status:

DID#:

Network Status: All In Network Out of Network

Institution Type: All High School Postsecondary

Sending Institution:

Batch Name:

Student Information

Student Last Name:

Student First Name:

Applicant ID:

Figure 6.1: "Search"

Figure 6: The "All Orders" Screen

- When the order appears, look at the status. These are some statuses you may see:
 - Pending action by sending school** means that we are still trying to locate the transcript.
 - Canceled** means we could not find the transcript or that the individual did not complete the GED® test (or they did complete it but did not pass).
 - Delivered: Available for Download** means the document is available for you to download.

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Step 3- Receive the order

8. Sign in to exchange.parchment.com. You will see your transcripts in **To Be Routed**. Drag and drop the transcripts to a “**Destination**” (8.1) on the left (See Figure 8).

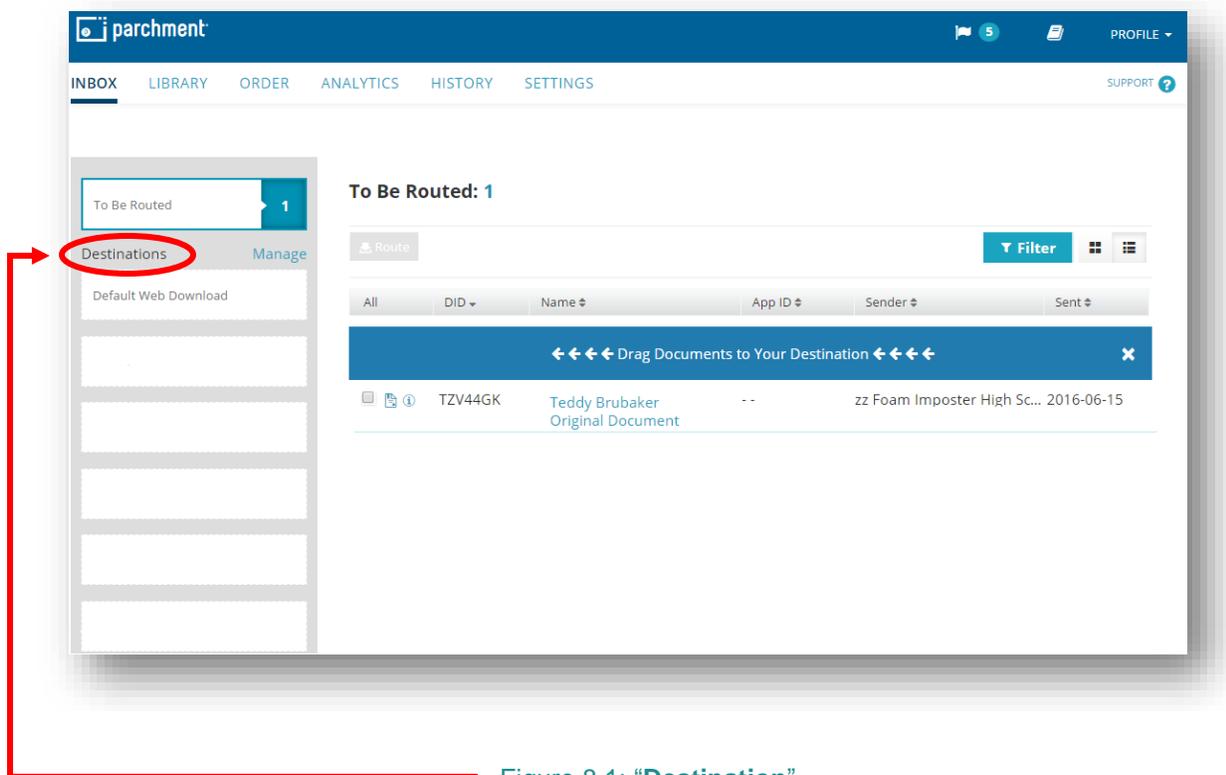


Figure 8.1: “Destination”

Figure 8: The “To Be Routed”
Screen

9. Click the blue icon to start processing the transcripts. Once the blue icon turns green, click the green icon (9.1) (See Figure 9).

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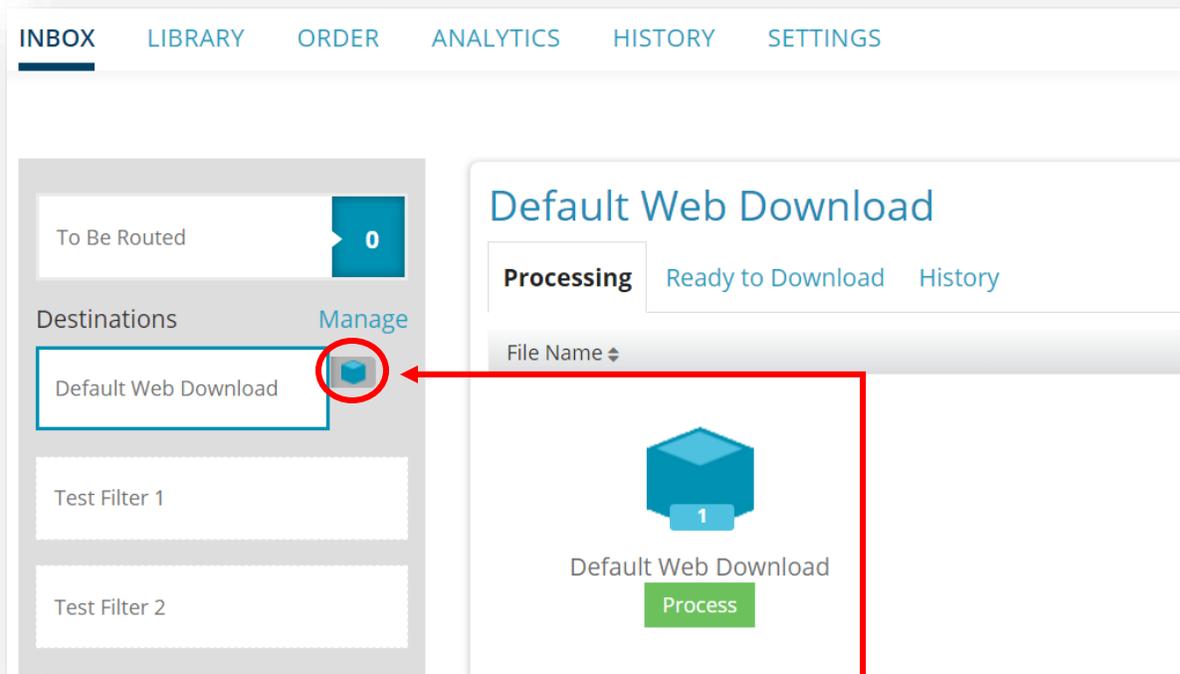


Figure 9.1: Blue Icon

Figure 9: The “**Processing**”
Transcripts Screen

10. Your documents now appear in the green ‘arrow’ below “**Manage**” and are ready to be downloaded. Click the green ‘arrow’ to download (10.1) (See Figure 10).

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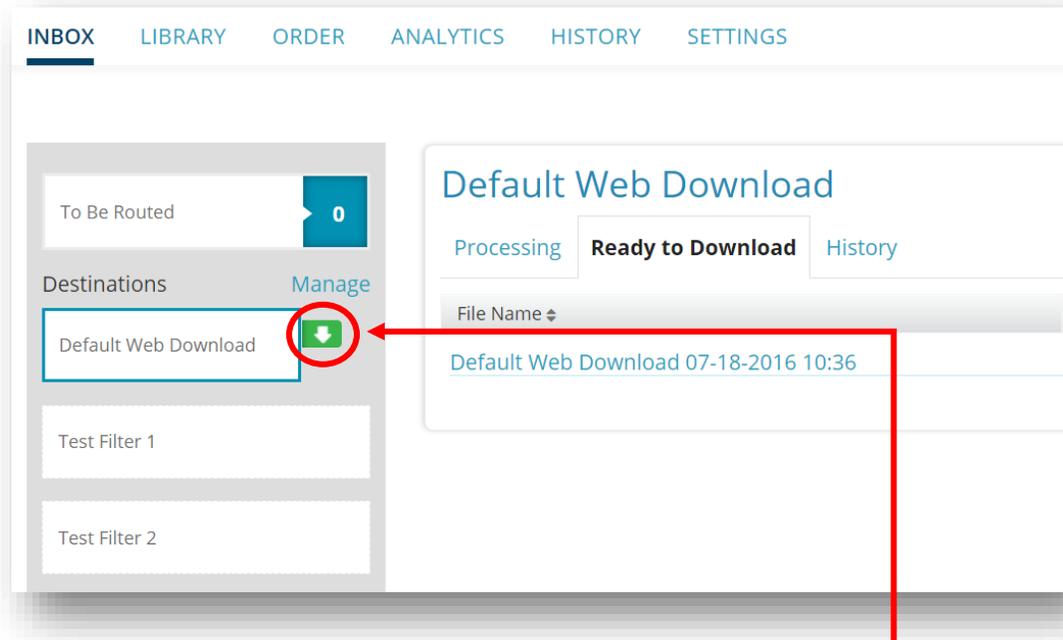


Figure 10.1: Green Arrow

Figure 10: The “Ready to Download”
Screen