Official Transcript Request Instructions

STEP1:   First, you will want to make sure that you have:

- A valid major credit card (issued under your name)
- An email account
- Name of institution for transcript to be sent to

STEP 2:   Open up the LUW website (http://www.lakeland.edu), scroll to the bottom of the page and click on "Registrar's Office."
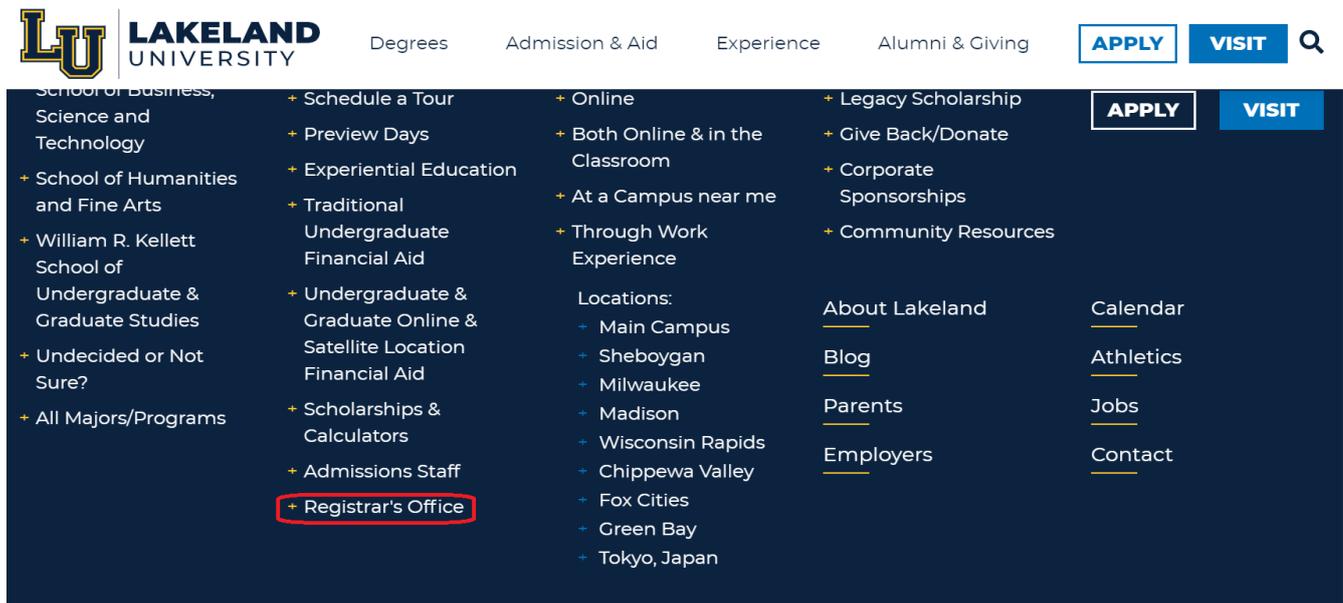
STEP 3 :   On the "Registrar's Office" page, scroll down the page until you reach a box on the bottom right side stating "REQUEST TRANSCRIPTS," and click on the box.

STEP 4:   After clicking on the "REQUEST TRANSCRIPTS" box, you will be taken to the parchment registration page.   Click on the "New Learner Account" button and fill in your personal information.

Existing User Account — I have an existing learner or third party account with Parchment.

New Learner Account — I am a student or parent in need of a Parchment learner account.

New Third Party Account — I am an administrator or third party ordering on behalf of a student.

A message from Lakeland University

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

First Name

Middle Name

Last Name

⊕ I would like to add a maiden name or variation to help match the credential I'm ordering

Date of Birth   MM   DD   YYYY

Gender (Optional)   Gender

Start Year   YYYY

Last Year Attended   YYYY

Highest Level of Education

None selected

SSN (Last 4 digits)

☐ I do not have a Social Security Number

Email

Password (Must be at least 7 Characters)

Re-type Password

*take note that in the event you are not a U.S. citizen, you do not have a social security number, and therefore will need to click on the box above stating so.

STEP 5:   You will be brought to a page stating that a verification code was sent to your e-mail.   Fill in this code to continue.

Nearly There.

We emailed a verification code to

Please enter the code below

Confirmation Code   SUBMIT

Please check your spam folder if you don't see the email. Having trouble?
Re-send My Verification Email | Start Over

STEP 6:   Upon providing the confirmation code or simply clicking the link provided in your e-mail, you will be brought to this page informing you of your order options.   Click on the "Order" button to continue.

The following page will request that you provide the name of the institution you desire your transcript to be sent to.   *sending your transcript directly to an institution is highly advised as, in the event you send it to yourself and open it, the institution most likely will not accept it.

STEP 7:   This page will state your order information thus far.   Read it through for accuracy and go back if any mistakes are noticed.   If you would like your diploma sent at the time of ordering, leave the section below surrounded with red as "Send Now"; however, if you want your diploma to be sent following your graduation, click on this section and select "Hold for Degree".

Your consent is also required for completing this transaction, so use your mouse (pc) or finger (phone) in order to complete the signature section.   Continue to fill in the sections with a red asterisk (*) and click continue.

STEP 8:   Once again, you will be brought to a page displaying what you have requested, but this time displaying the cost.   Once again, read this through, and if everything looks fine, click continue.

STEP 9:   Fill in all sections on this page including a red asterisk (*) and click the "Submit Payment" button in order to complete your transaction.

Payment Information

Enter first and last name as it appears on credit card

* Jarvis	Carreker

* Credit Card Number

* Exp Month ▾	* Exp Year ▾	* CVV

VISA **MasterCard** **DISCOVER** **AMERICAN EXPRESS**

Order Total: $12.00
$12.00 will be charged to this card.

* Phone

Billing Address   ↻ Use different billing address

* Country ▾

* Address 1

Address 2

* City	State/Province	* Postal Code

Submit Payment

* All items marked with a red asterisk are required to submit this form.