

Order Transcript - Self

1. Visit the Sac State's Parchment website (<http://parchment.com/u/registration/4307674/institution>)
2. Before you begin the ordering process, please review the processing timeline message below.

A MESSAGE FROM CALIFORNIA STATE UNIVERSITY, SACRAMENTO

The processing timeline begins once you receive an email indicating 'Order Complete.' The Order Complete notification does NOT mean your order has been sent or is ready for pick-up. This email confirms that payment and your request have been submitted to the Registrar's Office for processing. The processing time is 5 - 7 business days. Please keep in mind this does NOT include mailing time.


Pick Up Orders - You will be notified by email from the Office of the University Registrar when a pick up order is ready in the Student Services Center. The Office of the Registrar takes responsibility for handling transcript requests in a prompt and efficient manner. However, we are not responsible for mishandling by the U.S. Post Office or the receiving school or agency.

Getting Your Transcript to its Destination as Quickly as Possible:


Select Order ELECTRONIC for the fastest method of delivering your transcript.

3. Enter a your preferred email address (*it does not have to be a CSUS email*)

Learner Account




California State University, Sacramento
6000 J St, Sacramento, CA, 95819-6048, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

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START HERE - ENTER YOUR EMAIL ADDRESS

* Email


Continue

* All items marked with a red asterisk are required


By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

4. Complete the personal information and contact information sections. Then, choose a password.

New Learner Account




California State University, Sacramento
6000 J St, Sacramento, CA, 95819-6048, US




Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

ENTER YOUR PERSONAL INFORMATION


example@csus.edu 

* First Name	Middle Name	* Last Name
* Month Of Birth	* Day Of Birth	* Year Of Birth

* Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

* Cell Phone

 US

* Address 1


Address 2

* City	State/Province	* Postal Code
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CHOOSE A PASSWORD



* Password	* Retype Password
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CREATE ACCOUNT & CONTINUE

 All items marked with a red asterisk are required.

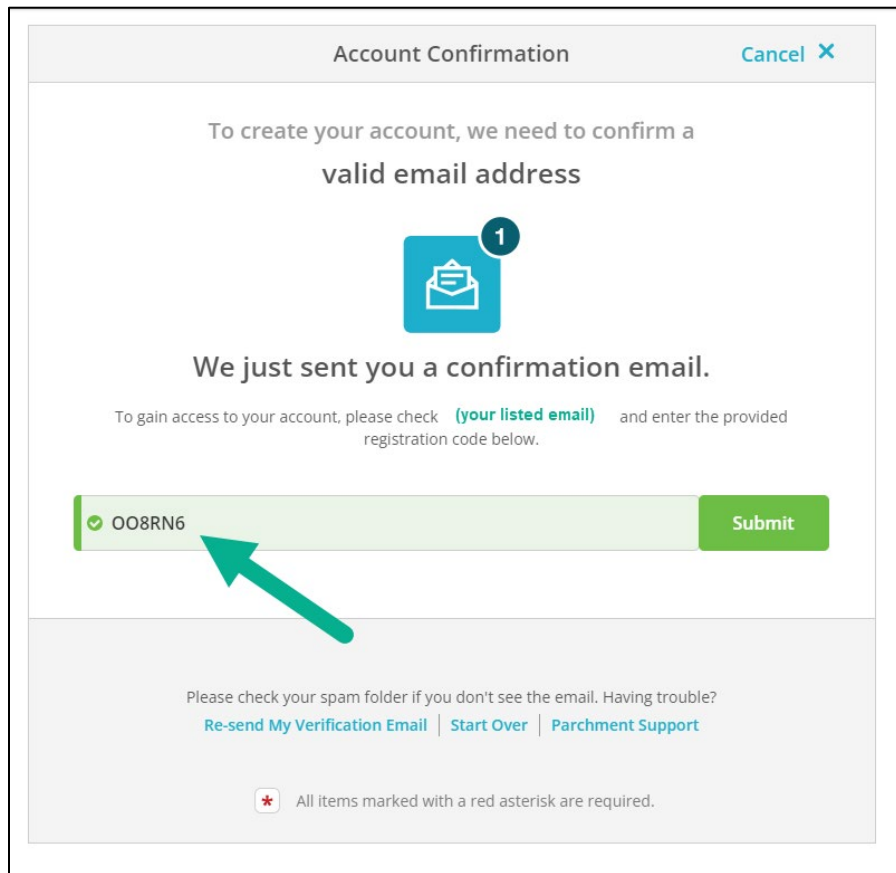
By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

NOTE: You may encounter an error message if too much time passes while entering information. To resolve, close your browser and start a new session.

 ERROR: Error creating new learner record 

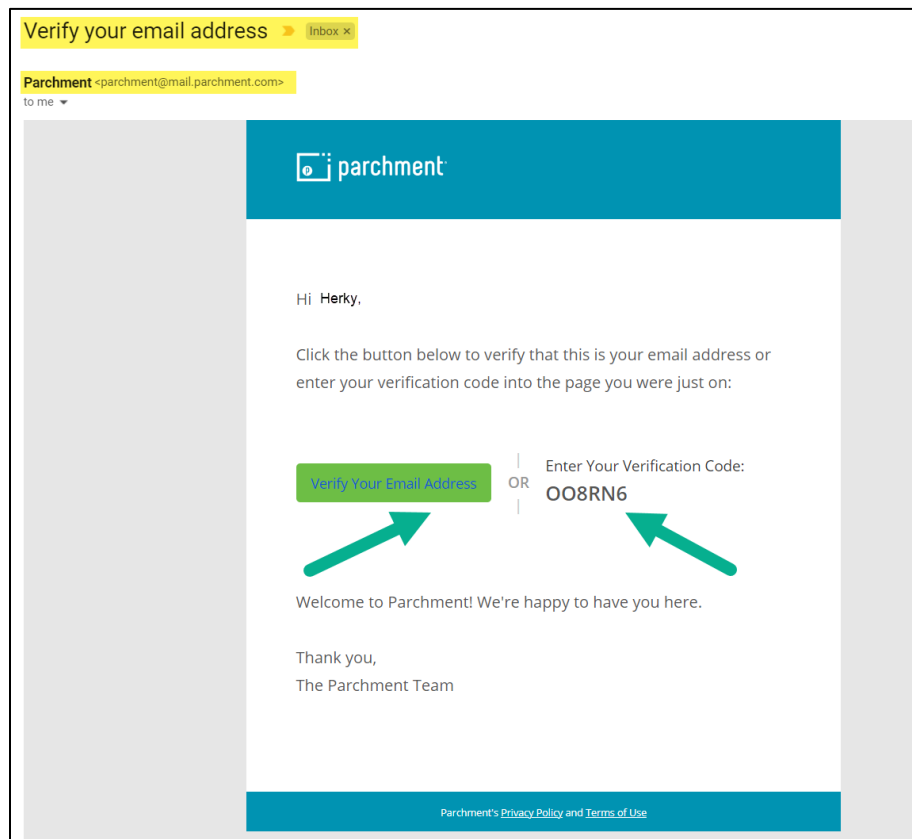
ENTER YOUR PERSONAL INFORMATION

5. You will be asked to confirm your account and sent an email for a code.



The image shows a web interface for 'Account Confirmation'. At the top, there's a header with 'Account Confirmation' and a 'Cancel' button with an 'X' icon. Below the header, a message states: 'To create your account, we need to confirm a valid email address'. This is followed by an icon of an envelope with a '1' in a circle. The next line says: 'We just sent you a confirmation email.' Below this, a smaller text says: 'To gain access to your account, please check (your listed email) and enter the provided registration code below.' There is a text input field containing 'OO8RN6' with a green checkmark icon on the left and a green 'Submit' button on the right. A green arrow points to the input field. At the bottom, there's a footer with the text: 'Please check your spam folder if you don't see the email. Having trouble? Re-send My Verification Email | Start Over | Parchment Support'. Below that, a small red asterisk icon is followed by the text: 'All items marked with a red asterisk are required.'

Email Verification example below. *Subject: Verify your email address*




The image shows an email verification example. The email header has a yellow bar with 'Verify your email address' and an 'Inbox' button. Below the header, the email is from 'Parchment <parchment@mail.parchment.com>' to 'me'. The main content area has a blue header with the 'parchment' logo. Below the logo, it says 'Hi Herky,'. Then, it says 'Click the button below to verify that this is your email address or enter your verification code into the page you were just on:'. There are two options: a green button labeled 'Verify Your Email Address' and a text input field labeled 'Enter Your Verification Code:' with the code 'OO8RN6'. A green arrow points to the button, and another green arrow points to the code. Below this, it says 'Welcome to Parchment! We're happy to have you here.' Then, it says 'Thank you, The Parchment Team'. At the bottom, there's a blue bar with the text 'Parchment's Privacy Policy and Terms of Use'.

Note: The account can be verified via email address link or verification code.


6. After account is verified on the browser, complete the **Enrollment Information** section

Enrollment Information

CANCEL X

NAME Herky Hornet 
DOB SEP 01 1994

Some additional information related to your enrollment is required below.



California State University, Sacramento - Admissions
would like you to provide the following information:

* Are you currently enrolled?

* Your first year of attendance

Your Student ID Number

* Please verify your name while attending

Herky Hornet

Other name variation or maiden name

☐ Finish creating my Parchment account *without* placing an order right now.

CONTINUE

*

 All items marked with a red asterisk are required.


Not a required field but encouraged if student recalls their ID.

Note: The student ID number field is not required but recommended.

7. **Available Credentials** - Begin ordering the transcript


Available Credentials

CANCEL X



The following credentials are available from California State University, Sacramento. Start your order by selecting a credential listed below (you can add more later)

TRANSCRIPT



3.2

Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

8. **Set Delivery Destination** – Confirm where to send the transcript. **Search by school or send the to yourself/another individual**

[< BACK](#)Set Delivery Destination[CANCEL x](#)

Your order will be sent from **California State University, Sacramento** to the individual and/or organization at the destination below.

Q csus

Search

California State University, Sacramento
Sacramento, CA, US

Not finding what you're looking for?
[Enter Your Own](#)

TYPE:
College / University

ADDRESS:
6000 J St
Sacramento, CA 95819-6048
US

OR

[I'm sending to myself or another individual ?](#)

9. For this tutorial, we'll **order to myself**

[I'm sending to myself or another individual ?](#)

I am sending this order to myself


I am sending this order to another individual


9. **Set Delivery Destination** – the student can pick from three options: (1) Electronic, (2) Print & Mailed (3) Local Pickup


(1) Electronic

[< BACK](#)Set Delivery Destination[CANCEL x](#)

Your order will be sent from California State University, Sacramento to the individual and/or organization at the destination below. Select a delivery method for your order


Electronic
Delivered By Email


Print & Mailed
Printed On Paper & Mailed


Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

✓ Herky Hornet

✓ example@csus.edu


✓ example@csus.edu


Continue


(2) Print & Mailed

[< BACK](#)Set Delivery Destination[CANCEL x](#)

Your order will be sent from California State University, Sacramento to the individual and/or organization at the destination below. Select a delivery method for your order


Electronic
Delivered By Email


Print & Mailed
Printed On Paper & Mailed


Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

✓ Name

Attention

✓ Phone Number

✓ United States of America


✓ Address

✓

✓ city

✓ California

✓ zip code

 UNABLE TO VALIDATE ADDRESS: Here are some suggestions


6000, J Street, Sacramento, CA 95819-6044


Continue


(3) Local Pickup

[< BACK](#)Set Delivery Destination[CANCEL ×](#)

Your order will be sent from **California State University, Sacramento** to the individual and/or organization at the destination below. Select a delivery method for your order


Electronic
Delivered By Email



Print & Mailed
Printed On Paper & Mailed


Local Pickup
In-Person Pickup

LOCAL PICKUP INFORMATION



This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. **Pickup times and days may vary**, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

☒ I will be picking this order up myself
☐ I would like to allow another person to pick this order up on my behalf

 **916-278-1000**

PICKUP DETAILS

* Select

 **Student Services Center** 

The order can be picked up at:

Student Services Center
6000 J Street
Lassen Hall 1000
Sacramento, CA 95819-6044

* Please confirm the following to continue with this option.

☐ I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

Continue

The SSC will be the DEFAULT location, no other options are listed

The student will have the option to have someone else pick up their order if requested.

10. Item Details: Confirming the delivery method and total cost (\$11.00)

- The delivery method will reflect the chosen option
- Select the **Purpose** and **When Do you want this sent**
- Electronically sign

< BACK


Item Details

CANCEL x

TRANSCRIPT

3.2

Transcript
For: Herky Hornet

FROM
California State University,
Sacramento
Sacramento, CA

TO
Herky Hornet
example@csus.edu

Delivery Method: **Electronic**

Credential Fee: \$11.00

Item Total: \$11.00

* Purpose

* When do you want this sent?

Send Now

Would you like to add an attachment file? (optional) ⓘ

Add An Attachment

* When do you want this sent?

Send Now

Send Now

Hold for Degree

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger

Clear Signature

X _____

Type full name as signed above

* First Name

Middle Name

* Last Name

☐ I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

11. Order Summary: Confirm all details of the order

BACK

Order Summary

CANCEL

Your order has not been placed yet. Please review and complete the order below

Here's your order summary

Collapse All

FOR

Herky Hornet

1

\$11.00

ITEM

Transcript

\$11.00

FROM

California State University, Sacramento

TO

Herky Hornet, Sacramento, CA

Add another item for Herky Hornet

Total Credential Fees

\$11.00

Order Total

\$11.00

CONTINUE

Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

12. Input Payment Information



PARCHMENT SECURE PAYMENT GATEWAY

Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

Payment Information

Enter first and last name as it appears on credit card

✓ First Name	✓ Last Name
* Credit Card Number	
* Exp Month ▼	* Exp Year ▼
* CVV	



Order Total: \$11.00

\$11.00 will be charged to this card.

* Phone

Billing Address

[↻ Use different billing address](#)

✓ United States of America	▼
✓ Address	
Address 2	
✓ City	✓ California ▼
✓ Zip Code	



Submit Payment

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

13. Order Confirmation





Order Confirmation

Print Receipt



Thank you for your order Your order has been placed.

[Collapse All](#)


FOR	 Hornet, Herky	1	\$11.00	
ITEM	Transcript	 	\$11.00	
FROM	California State University, Sacramento			
TO	Herky Hornet, Sacramento, CA			
DID	AKDI8JC6			

Order Date: FEB 29, 2024
Placed By: Herky Hornet

Total Credential Fees \$11.00

Order Total \$11.00

What happens next?



Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in [MY ORDERS](#).

Place Another Order

Continue To Your Account

DONE!