

## 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**

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

SACRAMENTO STATE

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

CHOOSE A PASSWORD

★ Password      ★ Retype Password

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.

Account Confirmation
Cancel X

To create your account, we need to confirm a  
**valid email address**

We just sent you a confirmation email.

To gain access to your account, please check **(your listed email)** and enter the provided registration code below.

✓ **OO8RN6**

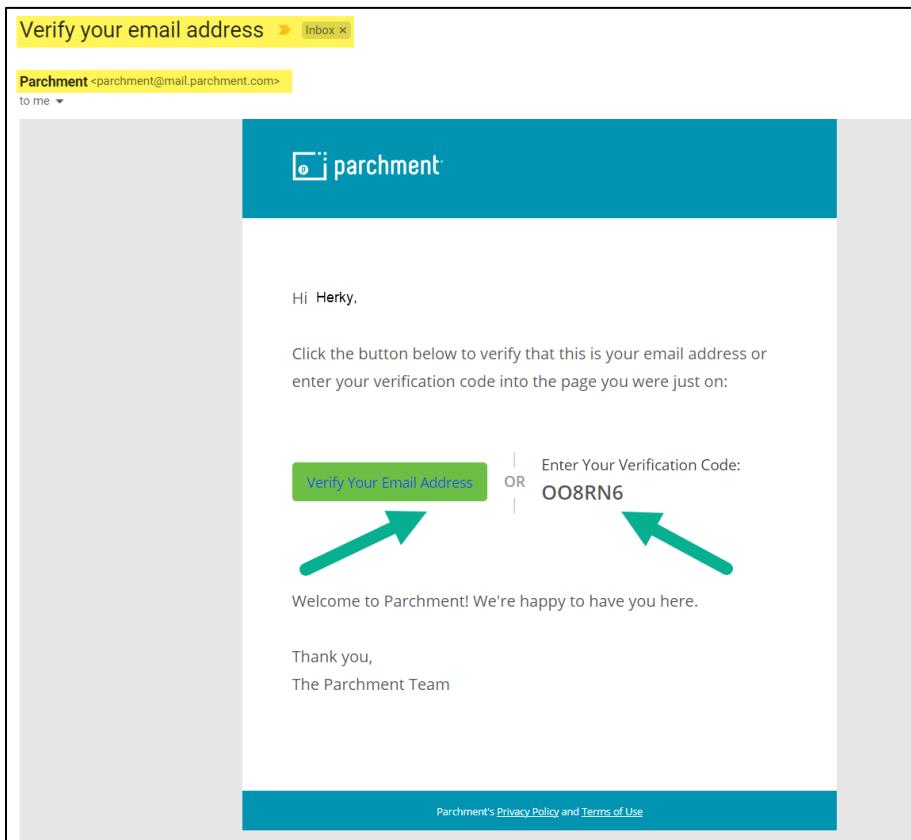
Submit

Please check your spam folder if you don't see the email. Having trouble?

[Re-send My Verification Email](#) | [Start Over](#) | [Parchment Support](#)

\* All items marked with a red asterisk are required.

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



*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

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

\* 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.

*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  
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**

Set Delivery Destination

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

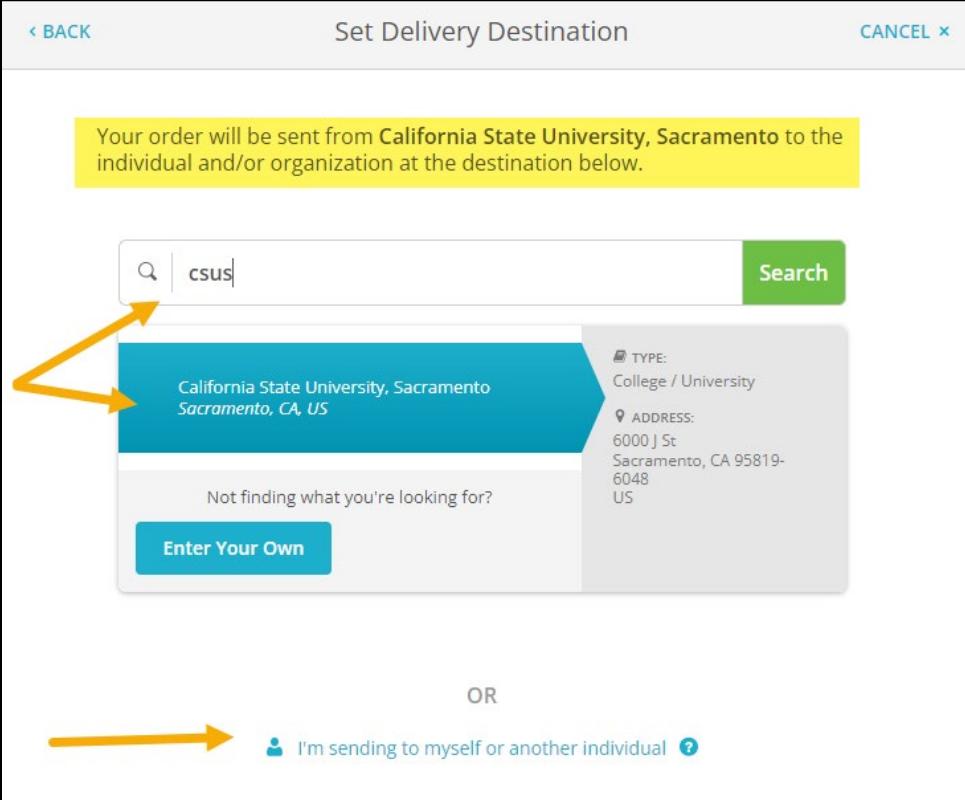
csus Search

California State University, Sacramento  
Sacramento, CA, US

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

OR

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

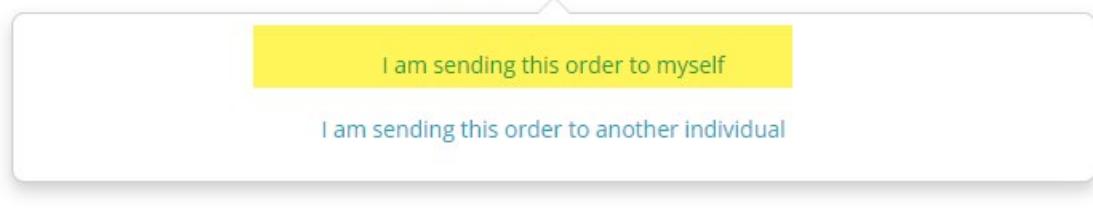


9. For this tutorial, we'll **order to myself**

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**

Set Delivery Destination

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**

Set Delivery Destination

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 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

**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

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

\* 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 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

Item Details

TRANSCRIPT

Transcript

For: Herky Hornet

FROM  
California State University,  
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

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 X](#)

1 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			
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



 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	<b>1</b>	\$11.00	
ITEM	Transcript	 	\$11.00	
FROM	California State University, Sacramento			
TO	Herky Hornet, Sacramento, CA			
DID	AKDI8JC6			

Order Date: FEB 29, 2024 Total Credential Fees \$11.00  
Placed By: Herky Hornet 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!**