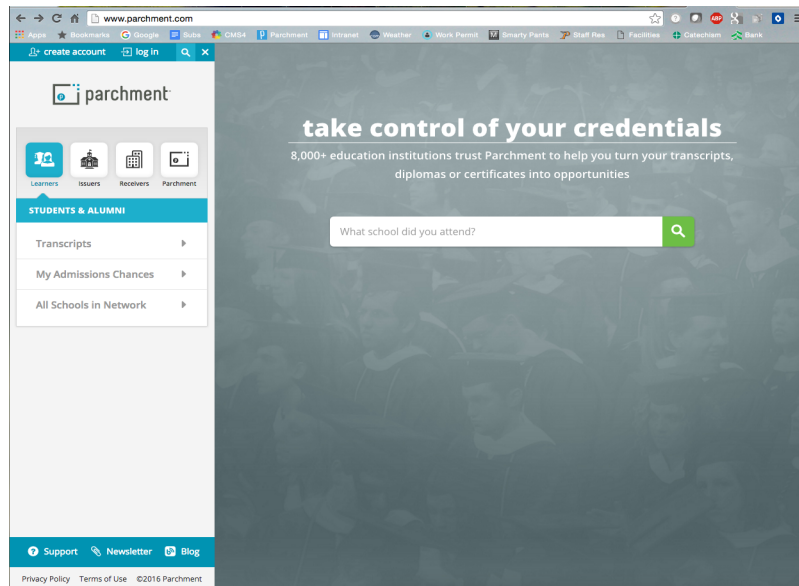


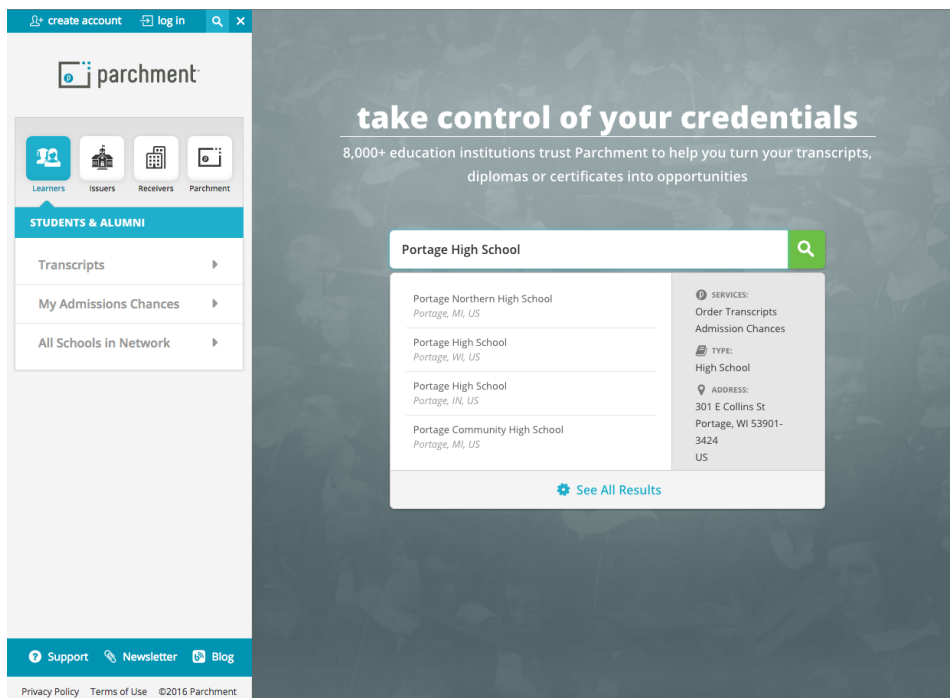
Parchment

Create Account & Request a Transcript Tutorial

1. Log into computer and go to www.parchment.com:



2. Click on the “**Learners**” icon.
3. In the “**What school did you attend?**” box, Type in **PORTAGE HIGH SCHOOL**.



4. Click on the Portage High School in **WISCONSIN**.

EXISTING USERS - go directly to #26 to order transcript

1

2

3


4

5

6

7

Register/Sign In



Portage High School
Portage, WI

☒ New User Account Sign Up
☐ I Already Have an Account

A message from Portage High School

Welcome to Parchment Exchange. 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 Exchange, select the "help" link above.

☒ I do not have a registration code (provided by my school)
☐ I have a registration code

First Name
Katie

Middle Name
Lynn

Last Name
Doe

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

☐ I am a parent / legal guardian

Date of Birth
January 1 1960

Gender (Optional)
Female

Start Year
2013

Last Year Attended
2016

Highest Level of Education
11th Grade

Email
gilmant@portage.k12.wi.us

Password (Must be at least 7 Characters)

Re-type Password

I am interested in colleges and scholarship programs discovering me through Parchment


No

By signing up you agree to the Parchment [terms of use](#) and [service agreement](#).
[Already have an account?](#)


SIGN UP

- Click on **"New User Account Sign Up"**.
- Click on **"I do not have a registration code (provided by my school)"**.
- Fill in the boxes for **"First Name"**, **"Middle Name"**, **"Last Name"**, **"Date of Birth"**, and **"Gender"**.
- For the **"Start Year"**, select the fall of your senior year (e.g., will be a 2017 graduate - select 2013).
- For the **"Last Year Attended"**, select the year you are going to graduate.
- For the **"Highest Level of Education"**, select **11TH GRADE**.

11. For your **"Email"**, I recommend that you use a personal email rather than your school email - it will be deactivated immediately following graduation and you will not be able to access your Parchment account.
12. Fill in the **"Password"** boxes. Be sure to write the password down because the PHS does not have access to that information and you will need to contact Parchment directly to have it reset.
13. For the **"I am interested in colleges...."** box, you can decide if you want them to contact you. If you select **YES**, you will then need to fill out demographics on your academics which will take you about 10-15 minutes to complete. If you select **NO**, you will move onto the next screen.

DASHBOARDORDERSCOLLEGE TOOLS ▾PROFILE ▾?

Nearly There.



We emailed a verification code to griepentrogv@portage.k12.wi.us

Please enter the code below

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

14. Check your email (entered on the previous screen) for a message from Parchment. Copy the verification code and paste it into the **"Confirmation Code"** box.
15. Click on **SUBMIT**.

[DASHBOARD](#)
[ORDERS](#)
[COLLEGE TOOLS](#)
[PROFILE](#)

[Credentials](#)
[College List](#)
[College Matches](#)

Profile is 6% Complete | Quick Questions

[Edit Profile](#) | [Edit Profile Picture](#)
[Counselor Info](#)
 Katie Doe

College List

Colleges and scholarships are looking for you!
 [Yes, Get Started](#)

Chance of admission
 0% ————— 100%

[INTERESTED](#)
[APPLYING](#)
[ACCEPTED](#)
[DENIED](#)
[ALL](#)

[Export List](#)
[Edit Profile](#)

Name A-Z	Status	Admissions Chances	Yours/Avg	More Info
What are your chances of getting in? <div>+</div> Add colleges to find out now				

ALL COLLEGES

ANALYZE LIST

See what would happen if you applied to the schools on your list today
 Add colleges to run an admission simulation.

0
 Colleges will Likely Admit You

0%
 Chance of getting into at least one college


College Matches

Matches are generated from the unique set of colleges on your College list and your academic profile.

Chance of admission
 0% ————— 100%

16. In the “**Order your credentials from over 9000 organizations....**”, click on “+”.

NOTE: To expedite your transcript request quicker, DO NOT click on any pull-down screens on the remainder of the page. You can add this information later.

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[DASHBOARD](#) [ORDERS](#) [COLLEGE TOOLS](#) [PROFILE](#) [?](#)

[1. Search](#) [2. Enrollment Info](#)

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.


Search

[Advanced Search](#)

Run a search to add a school or organization

17. Type in **PORTAGE HIGH SCHOOL**. Click on **SEARCH**.

NOTE: Do not type in the college you plan to attend or want to send a transcript to.

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[DASHBOARD](#) [ORDERS](#) [COLLEGE TOOLS](#) [PROFILE](#) [?](#)

[1. Search](#) [2. Enrollment Info](#)


Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Search

[Advanced Search](#)


18. Click **“ADD”** for **“PORTAGE, WI, US”**.


DASHBOARD ORDERS COLLEGE TOOLS ▾ PROFILE ▾ ?

1. Search
2. Enrollment Info

Add Enrollment Information

Enter your current enrollment information for this school. *Required



Portage High School
Portage, WI

A message from Portage High School
+ Expand

Welcome to Parchment Exchange. 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.

Enrollment Status*

☒ Currently enrolled
☐ Not currently enrolled

Your Name
Katie Lynn Doe

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

Date of Birth *

Jan 1 1960

Gender

Female

Earliest Year *

2013

Expected Grad Year *

2017

FERPA Privacy Rights

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to

I recognize the confidential nature of the Secondary School Report and other recommendations and

☐ I waive my right to access
☒ I do not waive my right to access

☒ I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

CONSENT AND REQUEST

19. Click the circle for “Currently Enrolled”
20. Fill in your “Date of Birth” and “Gender”.
21. For the “**Earliest Year**”, select the fall of your senior year (e.g., will be a 2017 graduate - select 2013).
22. For the “**Expected Grad Year**”, select the year you are going to graduate.
23. If you want to know what people have written on a recommendation, click “**I do not waive my right to access**”. If you don’t care, click on “**I waive my right to access**”.
24. Click the box “**I authorize a copy of my credentials...**”.
25. Click on **CONSENT AND REQUEST** button.

EXISTING USERS - start here to order transcript



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DASHBOARD ORDERS COLLEGE TOOLS PROFILE

1. Select a Destination 2. Order Details 3. Review 4. Consent 5. Payment Info 6. Confirmation

Select a Destination

Where would you like to send your credential?

 OR 

An Academic Organization, Admissions Office, Business, or Other Organization.

Yourself or Another Individual

Search by organization name, e.g. NCAA, Common App, Parchment Universit

Search

[Advanced Search](#)

Run a search to select a destination

26. To send a transcript to a college, click on the blue box.
27. In the “**Search by organization name.....**”, type in the college name that you want to send a transcript to (e.g., for the UW Madison, type in “University of Wisconsin” and then click on the appropriate campus).
28. Click on **SEARCH** button.

[DASHBOARD](#)
[ORDERS](#)
[COLLEGE TOOLS](#)
[PROFILE](#)

[1. Select a Destination](#)
[2. Order Details](#)
[3. Review](#)
[4. Consent](#)
[5. Payment Info](#)
[6. Confirmation](#)

Select a Destination

Where would you like to send your credential?

OR

An Academic Organization, Admissions Office, Business, or Other Organization.

Yourself or Another Individual

[Advanced Search](#)

Institution	Location	Organization Type	
University of Wisconsin - Marathon County	Wausau, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin - Fond du Lac	Fond du Lac, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin - Baraboo/Sauk County	Baraboo, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin - Marshfield/Wood County	Marshfield, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin - Manitowoc	Manitowoc, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin - Rock County	Janesville, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin - Barron County	Rice Lake, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin Colleges Online - Two Year	Madison, WI, US	College /Undergraduate	<input type="button" value="Select"/>
University of Wisconsin - Richland	Richland Center, WI, US	College /Undergraduate	<input type="button" value="Select"/>

☒ Add this college to my list

«
1
2
3
4
»

Not finding your destination?

You can enter a destination manually by using a street address or an email address.

29. Click SELECT for each college you want a transcript sent to.
- NOTE:** Be sure to select the undergraduate college if there are two listed.


parchment [DASHBOARD](#) [ORDERS](#) [COLLEGE TOOLS](#) [PROFILE](#) [?](#)

1. Select a Destination 2. **Order Details** 3. Review 4. Consent 5. Payment Info 6. Confirmation


Order Details

Your order has NOT been placed yet.

Item(s) being ordered:



FROM
Portage High School
Portage, WI



Transcript
Delivery Method
Electronic

TO
Destination Icon
University of Wisconsin -
Baraboo/Sauk County
Office of Undergraduate
Admissions
Baraboo, WI, 53913-1015

When do you want this sent?

Application Tracking Number (optional)

[+ Add Another Destination](#)

[Delete this item](#)

Credential Fee	\$3.33
Shipping / Handling	\$0.00
Item Total	\$3.33

Total Credential Fees \$3.33
Total Shipping / Handling \$0.00
Order Total \$3.33

[Save & Continue](#)

30. In the “**When do you want this sent?**” box, select **SEND NOW**.

NOTE: If you select “after next grading period”, your request will not be received by Portage High School until February or June which is the end of first semester and second semester respectively.

31. Leave the “Application Tracking Number” box blank.

32. Click the “**SAVE & CONTINUE**” green button.


parchment [DASHBOARD](#) [ORDERS](#) [COLLEGE TOOLS](#) [PROFILE](#) [?](#)

1. Select a Destination 2. Order Details 3. Review 4. **Consent** 5. Payment Info 6. Confirmation

Provide Consent

I authorize Parchment to release my academic credentials from Portage High School to the destinations I select.

Sign here with mouse or finger:



[Clear Signature](#)

Type Name:


☒ I certify under penalty of law that I am the individual identified above and I am authorized to take this action.


[Save & Continue](#)

33. Sign your name using the mouse.

34. Type your name in the “**Type Name**” box.

35. Click on **SAVE & CONTINUE** green button.



[DASHBOARD](#) [ORDERS](#) [COLLEGE TOOLS](#) [PROFILE](#) 

[1. Select a Destination](#) [2. Order Details](#) [3. Review](#) [4. Consent](#) [5. Payment Info](#) [6. Confirmation](#)

Payment Information (1 Credential)

Enter your payment information below.

Credit Card Number

Enter the 16 digits on the front of your credit card without spaces or dashes

Expiration Date

Enter the month and year your credit card expires

First Name

Last Name

Country

Address

City

State/Province

Postal Code

Phone Number

Checkout

36. Enter your credit card information.
37. Click on **CHECKOUT** green button.