

Student Transcript Requests

***Students requesting transcripts must first register for free at www.parchment.com

1. Visit www.parchment.com
2. Click the button that says **SIGN UP NOW**
3. Follow the steps to register with Parchment
4. Search for Colby Community College
5. Build your profile and enter basic enrollment information
6. Complete student waiver and transcript authorization, then accept the user agreement.

Use Parchment to:

- Request transcripts
- Track transcript status
- Change your profile
- Contact Support

It's that easy! Log back into your account to start ordering your transcripts.



Your
Secure eTranscript
Solution

Safe and Sound

Trust that when you work with Parchment, Security is taken seriously

All transcripts and other student data processed by Parchment are handled securely, reflecting both our role as an agent for many of our Members and the critical importance of trust in the success of our business. All sending and receiving institutions are authenticated before being added to Parchment Exchange, all employees are subject to background checks, our transcript print operations can only be accessed by a limited number of enumerated staff, and our security practices are regularly reviewed through third party audits.

www.parchment.com