

CONTACT:

PURPOSE:

PROCESSING TIME:

***Due to COVID-19, please <u>expect</u>
<u>significant delays</u> for mailed transcripts***
REQUIREMENTS:

LOGIN:

Username (email address) and Password. (Your username and password is separate from your MSU credentials.)

- A)If you have not set used Parchment before, select CREATE AN ACCOUNT. (We strongly encourage you to use a personal email address to create your account so you continue to have access once you've left MSU.)
- B)If you have forgotten your password, select FORGOT PASSWORD
- C)If you have forgotten your username or cannot access the email associated with Parchment, send an email to transcripts@morgan.edu and include a new email address, last 4 of SSN, and a valid government-issued photo ID.

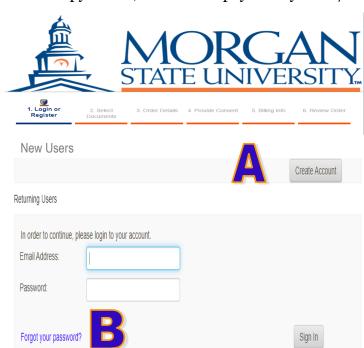
transcripts@morgan.edu

For all students and alumni can request an Official Transcript from <u>Parchment Inc.</u>, our third party transcript vendor, 24 hours a day, 7 days a week. We offer three formats: E-transcript, paper transcript mailed, and paper transcript pick up.

***Students attending before 2006 may only request a paper transcript to be mailed or picked up.

15 minutes – 1 Business day. For students who attended before 1986, requests may take 2 additional business days to process. Mailed transcripts can take 3-5 business days after processing to arrive to recipient.

- No outstanding financial obligations to Morgan State resulting in a hold.
- Each copy costs \$8.00 and is payable by debit/credit card.



You will receive an email from "Parchment" with the subject line "Forgot Your Password". Be sure to check your spam or junk folder if you don't receive it in your inbox.

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Reset Account Password
Click the following link to reset the password for your Parchment account.
Reset Your Password
Note: If for some reason the busins above does not work, please copy and passe this VIII, Into your web to reason: https://doi.org/10.1006/10.
This link expires in 1 day.
Thank you for using Parchment!
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ORDERING:

Click the link to visit the

MSU Registrar's Transcript Ordering Page

- A) Once logged in, click "Send to Yourself,
 Another Individual, or Third Party" The .
 underneath the search bar. This is the
 BEST method to ensure the transcript is
 sent to the correct recipient. (TIP: The
 search field can be used to search for
 common colleges/universities. The mailing
 address or email address will be their default
 address. The default type of transcript will
 be an E-transcript. You can switch to a
 mailed version if necessary.)
- B) Select from the following options for transcript delivery:
 - E-Transcript RECOMMENDED (only available to students Fall 2006 or later)
 - Paper Transcript Mailed EXPECT
 SIGNIFICANT DELAYS DUE TO COVID
 19
- C) Once you have completed your order, you will be prompted to pay via credit card. You can log in to Parchment at any time to check the status of your order by clicking "Order Status" on the navigation bar.





