

CharterOak

STATE COLLEGE

A Higher Degree of **Online** Learning

Parchment Transcript Ordering Guide

Parchment Transcript Ordering Guide Index

(Hold ctrl key and click link to be taken to relevant section.)

[Creating a New Parchment Account](#)

[Creating a New Parchment Account \(Single Sign On\)](#)

[Adding Charter Oak to an Existing Parchment Account](#)

[Ordering a Transcript](#)

Creating a New Parchment Account

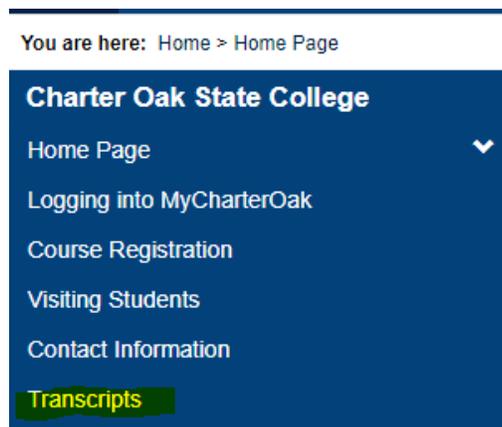
Students do not need a MyCharterOak student portal account in order to create a Parchment account. If you do have a MyCharterOak login follow the directions under [“Creating a New Parchment Account \(Single Sign On\)”](#) for the added benefit of being able to login to Parchment automatically when you are logged into MyCharterOak.

If you previously have a Parchment account through a different institution you can add Charter Oak State College to your account by following the [“Adding Charter Oak to an Existing Parchment Account”](#)

Steps to Create a New Parchment Account:

Visit the MyCharterOak student portal here: <https://my.charteroak.edu/ICS/>.

On the left sidebar, find and select the “Transcripts” link. If you do not see the left sidebar, click the arrow on the bottom left to open the sidebar and find the link.



On the page that loads, find the “Official Transcript: **Without** ACORN Account” header, and select the link below that reads, “Parchment Storefront Link”.

Official Transcript: With MyCharterOak Login

Please log in at the top of the page to use this portlet. If you ARE logged in, then you are not authorized to use this portlet - it is only available to users in certain roles within the portal

Official Transcript: Without MyCharterOak Login

[Parchment Storefront Link](#)

You will be directed to the main page of our Parchment Storefront. Enter your email address and hit continue. We suggest that you use a personal email address that you will not lose access to.

Learner Account



Charter Oak State College

55 Paul Manafort Dr, New Britain, CT, 06053-2150, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM CHARTER OAK STATE COLLEGE

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

START HERE - ENTER YOUR EMAIL ADDRESS

* All items marked with a red asterisk are required

If you already have an account, Parchment will have you login to your account. New users will be directed to enter their biographical information. Enter your information and hit "Create an Account and Continue"

Next, you will be asked to fill out your enrollment information for Charter Oak State College. Complete the required information and hit "Continue." You can continue with or without making a transcript order.

NAME  
DOB 

Some additional information related to your enrollment is required below.



Charter Oak State College

would like you to provide the following information:

* Are you currently enrolled?

No, not currently attending

* What was your first year of attendance?

2020

* Year you graduated or left

2021

Your Student ID Number

* Your last 4 SSN

[Don't Have One?](#)

* Please verify your name while attending

Other name variation or maiden name

* First Name

Middle Name

* Last Name

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

CONTINUE

Now that you have created your account and you have completed your enrollment information page for Charter Oak, you will see Charter Oak on your “Dashboard” where you can add other institutions that you attended and start [transcript orders](#).

The screenshot shows the Parchment user interface. At the top left is the Parchment logo. On the right side of the top navigation bar, the 'DASHBOARD' link is highlighted with a red box, along with 'ORDERS' and 'PROFILE' with a dropdown arrow. Below the navigation bar, there is a user profile section with a blue square containing the letters 'CT', a blacked-out name, and links for 'Edit Profile' and 'Edit Profile Picture'. A horizontal line separates this from the 'Your Schools / Organizations:' section. Under this section, the Charter Oak State College logo and name are displayed, along with the location 'New Britain, CT'. A dark blue bar with a gear icon and the text 'Enrollment Info' is positioned below the school information. A message reads: 'You can now get your credentials! Here is what is waiting for you at this organization.' Below this message is a card titled 'Order Your Transcript' which contains an image of a transcript document with a plus sign in the center. At the bottom of this card is a green button with the text 'Order', which is also highlighted with a red box.

Creating a New Parchment Account (Single Sign On)

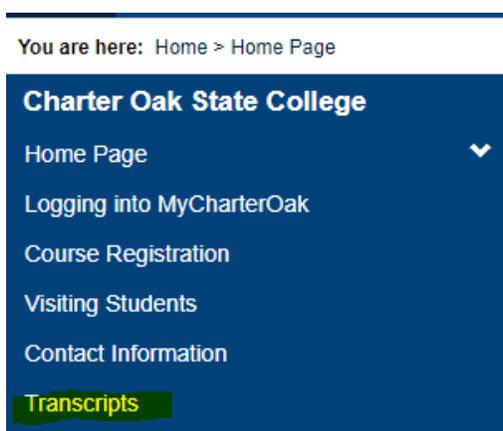
Students do not need a MyCharterOak student portal account in order to create a Parchment account. If you do not have a MyCharterOak login follow the directions under [“Creating a New Parchment Account.”](#)

If you previously have a Parchment account through a different institution you can add Charter Oak State College to your account by following the [“Adding Charter Oak to an Existing Parchment Account”](#) directions.

Steps to Create a New Parchment Account with Single Sign On:

Visit the MyCharterOak student portal here: <https://my.charteroak.edu/ICS/>.

On the left sidebar, find and select the “Transcripts” link. If you do not see the left sidebar, click the arrow on the bottom left to open the sidebar and find the link.



On the page that loads, find the “Electronic Transcript – **With** ACORN Account” header, and select the link below that reads, “Click to log into Parchment”.

Official Transcript: With MyCharterOak Login

Parchment Single Sign-On

[Click to log into Parchment](#)

The first time you access the single sign on link you will be brought to the following page which will ask you to enter your email address you would like to use for your account. Make sure to choose an email you will not lose access to.



Update Account Information

* Email

* First name

* Last name

Next, you will be directed to enter your biographical information. Although you will be able to login through MyCharterOak without a password you will create a password and you will be able to login from the Parchment storefront at any time with your email and password, regardless if you have access to MyCharterOak.

On the following page you will be asked to fill out your enrollment information for Charter Oak State College. Complete the required information and hit "Continue." You can continue with or without making a transcript order.

NAME

DOB

Some additional information related to your enrollment is required below.

Charter Oak State College
would like you to provide the following information:

* Are you currently enrolled?
 No, not currently attending

* What was your first year of attendance? * Year you graduated or left

Your Student ID Number * Your last 4 SSN [Don't Have One?](#)

* Please verify your name while attending

 Other name variation or maiden name

* First Name <input type="text"/>	Middle Name <input type="text"/>	* Last Name <input type="text"/>
-----------------------------------	----------------------------------	----------------------------------

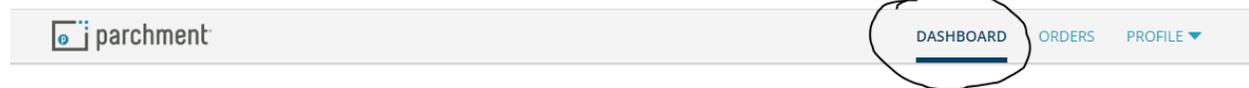
Finish creating my Parchment account *without* placing an order right now.

Now that you have created your account and you have completed your enrollment information page for Charter Oak, you will see Charter Oak on your "Dashboard" where you can add other institutions that you attended and start transcript orders.

The screenshot shows the Parchment user interface. At the top, the Parchment logo is on the left, and navigation links for 'DASHBOARD', 'ORDERS', and 'PROFILE' are on the right. The 'DASHBOARD' link is highlighted with a red box. Below the navigation bar, the user's profile is displayed with a blue square containing the letters 'CT' and a blacked-out name. Links for 'Edit Profile' and 'Edit Profile Picture' are visible. A section titled 'Your Schools / Organizations:' lists 'Charter Oak State College' in New Britain, CT. Below this, a dark blue bar contains 'Enrollment Info'. A message states: 'You can now get your credentials! Here is what is waiting for you at this organization.' Underneath, there is a card for 'Order Your Transcript' featuring a document icon with a plus sign and a signature. A green 'Order' button is positioned below the card and is highlighted with a red box.

Adding Charter Oak to an Existing Parchment Account

If you already have a Parchment account created, you can add Charter Oak State College from your Dashboard.



On the bottom of the Dashboard screen click “Add Another School or Organization You Attended”

+ Add Another School or Organization You Attended

In the search box enter Charter Oak State College and hit “Add”

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.

[Advanced Search](#) ▼

School/Organization	Location	Type	
Charter Oak State College	New Britain, CT, US	College /Undergraduate	<input type="button" value="ADD"/>

On the next screen enter your enrollment information for Charter Oak State College. If you do not have a Social Security Number select “Don’t Have One.” Then, hit “Continue” to add Charter Oak State college to your Dashboard. You will then be able to place an order through your Dashboard for your transcript.

NAME [REDACTED] 
DOB [REDACTED]

Some additional information related to your enrollment is required below.



Charter Oak State College

would like you to provide the following information:

* Are you currently enrolled?

No, not currently attending 

* What was your first year of attendance?



* Year you graduated or left



Your Student ID Number

* Your last 4 SSN

[Don't Have One?](#)

* Please verify your name while attending

[REDACTED]

Other name variation or maiden name

CONTINUE

 All items marked with a red asterisk are required.

Ordering a Transcript

If you logged on to Parchment from the Charter Oak State College Parchment Storefront you will be shown the screen below. Click “Order” to begin your transcript order. You can also start an order from your “Dashboard” which you can access from the top menu selection bar. The Dashboard will allow you to start an order from any college or university you have linked to your Parchment account.

Available Credentials CANCEL X



The following credentials are available from **Charter Oak State College**. Start your order by selecting a credential listed below (you can add more later)

TRANSCRIPT



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

Once you have begun you order you will be brought to the “Set Delivery Destination Screen.” From this screen you can search for a college, university or select organizations in the top search bar. If you do not see your delivery destination located in the search results you can select “I’m sending to myself or another individual.”

<BACK Set Delivery Destination CANCEL X

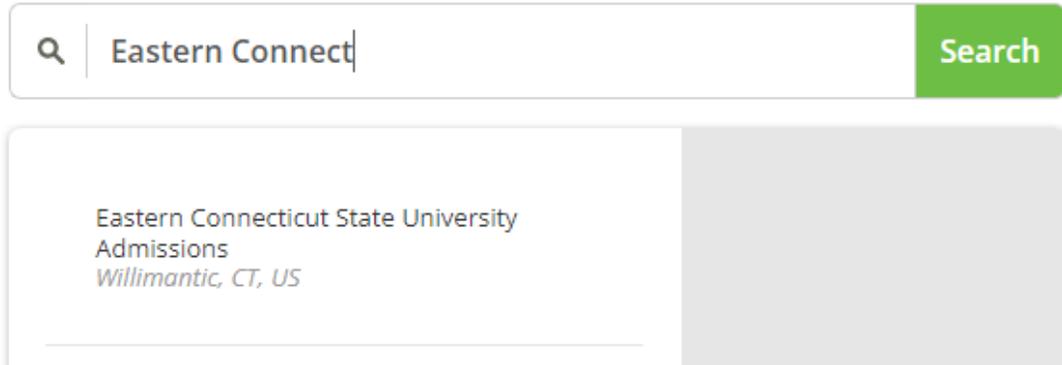
Your order will be sent from **Charter Oak State College** to the individual and/or organization at the destination below.

Search

OR

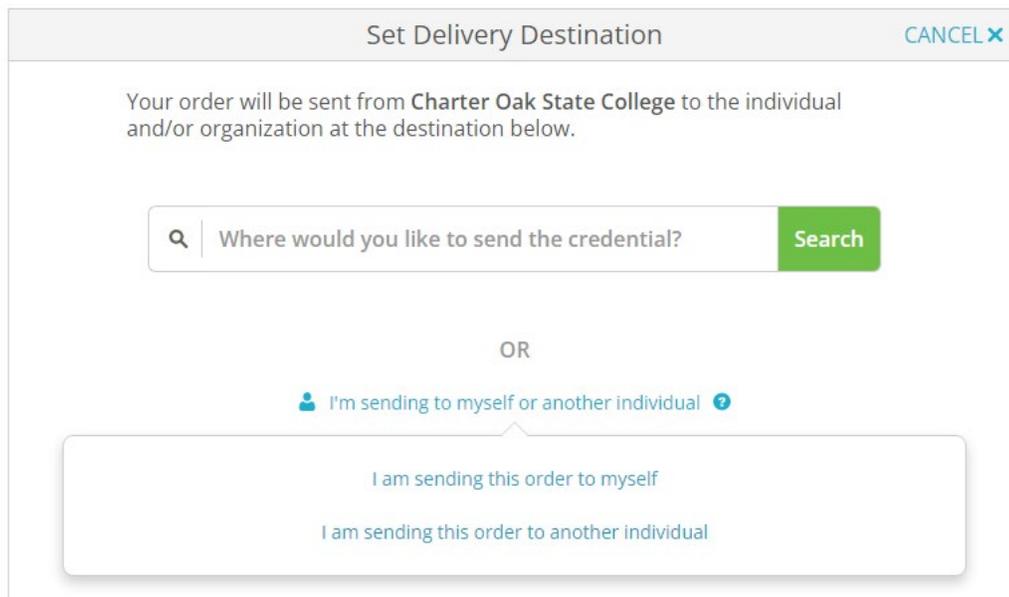
👤 [I'm sending to myself or another individual](#) 🔗

To select a delivery destination from the search bar click on the organization's name. By selecting an organization from the search bar your transcript delivery method (electronic, mailed) will automatically toggle to their preferred method, most likely an electronic transcript. If you wish to send it through a different method you will have to select the "I am sending this order to another individual" which will allow you to select electronic or mailed.



A search bar with a magnifying glass icon on the left and a green 'Search' button on the right. The text 'Eastern Connect' is entered in the search bar. Below the search bar, a search result is displayed in a light gray box. The result text reads: 'Eastern Connecticut State University', 'Admissions', and 'Willimantic, CT, US'.

If selecting "I'm sending to myself or another individual" a menu opens. You can select "I am sending this order to myself" or "I am sending this order to another individual"



A dialog box titled 'Set Delivery Destination' with a 'CANCEL X' button in the top right corner. The main text reads: 'Your order will be sent from Charter Oak State College to the individual and/or organization at the destination below.' Below this text is a search bar with a magnifying glass icon and the placeholder text 'Where would you like to send the credential?'. A green 'Search' button is to the right of the search bar. Below the search bar is the word 'OR'. Underneath 'OR' is a blue link with a person icon: 'I'm sending to myself or another individual'. A white menu box is open below this link, containing two options: 'I am sending this order to myself' and 'I am sending this order to another individual'.

When sending your transcript to yourself or another individual you can either select an electronic transcript or a mailed transcript. Under mailed you will have the option to select rush delivery through FedEx. FedEx shipping is an added fee paid at the end of the order. You cannot FedEx to a PO Box.

Set Delivery Destination

CANCEL ✕

Your order will be sent from **Charter Oak State College** 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

Once you have either selected your delivery destination through the search bar or have entered your custom delivery destination, you will be brought to the “Item Details” screen. On this screen you can review the delivery destination and delivery method. Next, select if you would like the transcript order processed now (default) or if you want the request held for degree. Select the purpose for your order and if you have any attachments you can add them to be sent with your transcript.

<BACK CANCEL ✕

Item Details

Transcript

For: [REDACTED]

Delivery Method: **Electronic**

Credential Fee: \$0.00

Item Total: \$0.00

FROM
Charter Oak State College
New Britain, CT

TO
Eastern Connecticut State
University Admissions

* When do you want this sent?

Purpose

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

[Add An Attachment](#)

Before continuing with the order you must complete the certification steps below.

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

CONTINUE

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

Click "Continue" on the bottom of the screen once all red asterisk items are completed. You will be brought to the "Order Summary" window. From this window you can either add another transcript to be sent, or you can select "Complete Order."

←BACK
Order Summary
CANCEL ×

i Your order has not been placed yet. Please review and complete the order below
 Here's your order summary [REDACTED]
Collapse All

FOR	[REDACTED]	1	\$0.00	^
ITEM	Transcript		\$0.00	🗑️
FROM	Charter Oak State College			
TO	Jane Doe			

➕ Add another item for [REDACTED]

Total Credential Fees	\$0.00
Order Total	\$0.00

COMPLETE ORDER

Once submitted you will receive a confirmation screen letting you know your order has been placed and you will receive a confirmation email. You can view your order status under "Orders."

 DASHBOARD **ORDERS** PROFILE ▾

[Order History](#)

Need to place a new order Create New Order

Create new orders from the credential tiles on your dashboard.

Track Orders

Document ID	Status	Recipient	Price	Track
TWAM3ZJM	Download confirmed	[REDACTED]	\$0.00	▾
<div style="border: 1px solid #ccc; padding: 10px;"><p>Where's my transcript? Download confirmed</p><p>Your transcript has been received and downloaded.</p><div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"> Charter Oak State College</div><div style="text-align: center;">></div><div style="text-align: center;"> Parchment</div><div style="text-align: center;">></div><div style="text-align: center;"> Recipient</div></div><p>Document Type: Transcript Delivery Type: Electronic</p><p>Recipient: [REDACTED]</p></div>				
TWA1NJ2H	Canceled	Manchester Community College - Admissions	\$0.00	▾
<div style="border: 1px solid #ccc; padding: 10px;"><p>Where's my transcript? Canceled</p><p>Your order was canceled on April 8, 2022.</p><div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;">Document Type: Transcript Delivery Type: Electronic</div><div style="text-align: center;">Recipient Manchester Community College - Admissions</div></div></div>				

