

Quick Transcript Guide

CREATE A PARCHMENT ACCOUNT AND ORDER YOUR CBU TRANSCRIPT



CREATE A PARCHMENT ACCOUNT

1. Go to the CBU [Sign Up Page](#), and choose whether you're ordering your own credentials/academic records, or if you're ordering on behalf of someone else (choose this option only if you're an HR Rep, School Official from another university etc).

Learner Account

 **Christian Brothers University**
650 E Parkway S, Memphis, TN, 38104-5568, US

OR

 Ordering your own credentials or academic records

 Ordering on behalf of someone else

2. Scroll down and enter your personal email address you'd like associated with your Parchment account.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

3. Either enter the required information (first name, last name, date of birth etc) to create a new account; or log into your existing Parchment account. If you have used Parchment before and don't remember your password, click "forgot your password?"

ORDERING YOUR TRANSCRIPT

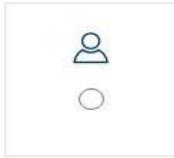
1. You will see two destination options. If you are sending your transcript to yourself or another individual, select the option on the *right*.

If you select the option on the *left*, you will be presented with a search box where you will search for your destination. If the destination that are you sending your transcript does not appear, click

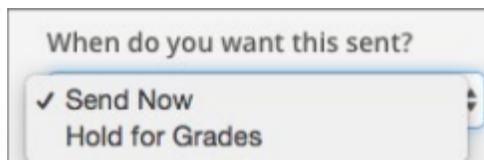
[Enter Your Own](#) and manually enter your transcript destination.

OR

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

 Yourself or Another Individual

2. Follow the on-screen prompts to place your order. If you wish to wait until your final grades are entered before sending your transcript, click the drop down under "Processing Time" and choose "Hold for Grades".



3. After your order information is entered and reviewed, provide consent for Parchment to release your transcript by using a digital signature. If you are a minor ordering a college transcript, you can sign without parental consent.

Provide Consent

I authorize Parchment to release my academic credentials from 22 Marie High School to the destinations I select.

Sign here with mouse or finger:



4. You will need to provide payment at the time of order. Parchment accepts Visa, Mastercard, Discover, and American Express.



5. You will receive an order confirmation number and can track your status through the Parchment website. If you have any problems, please contact the [CBU Registrar's Office at 901-321-3889.](#)

IMPORTANT THINGS TO NOTE

ELECTRONIC AND PAPER TRANSCRIPTS

Sending and receiving electronic transcripts is fast, easy, and secure. There may be times you need to send a paper copy transcript though. Since some schools in the Parchment network may only want to receive electronic transcripts, you may not be presented with any other delivery option in these cases.



For electronic transcripts, the recipient will either receive an email with a link to the transcript in their inbox, or will be directed to their Parchment account to download the copy.



For paper transcripts, you have the option to send transcripts via USPS mail or overnight through FedEx. Please note, FedEx does not deliver on Saturday or Sunday. FedEx does not deliver to PO Boxes. Also remember that since a school official must process the order before Parchment can mail the transcript, your transcript may not arrive next day if there is a delay in processing at CBU.

TRACK YOUR ORDER

Visit Parchment's help topic [Track your order](#) for full details on tracking your transcript. It includes troubleshooting information too if your transcript is not received.

NEED MORE HELP?

Visit Parchment's [Help Center](#) if you need any help along the way. Parchment has help topics and videos. You can also submit a support ticket if needed.