# Official Transcript Ordering Process
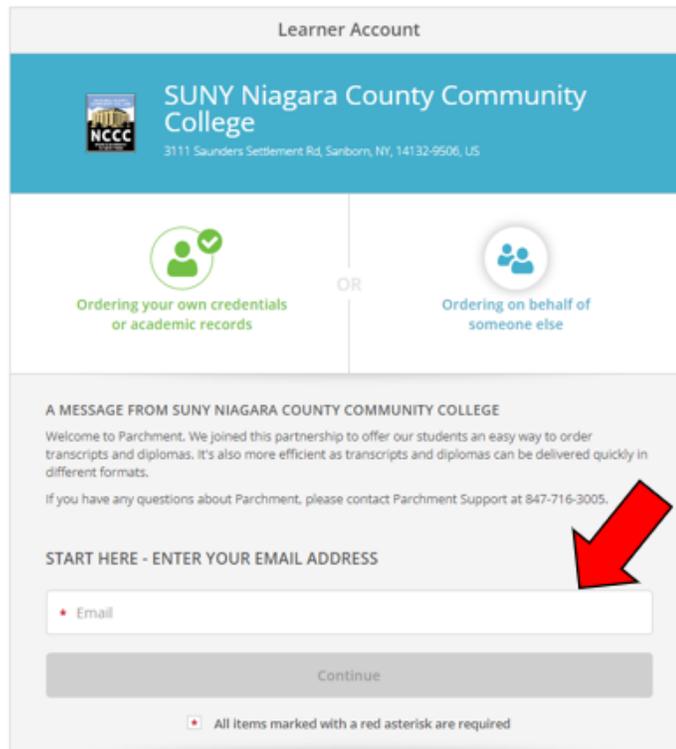
Parchment:https://www.parchment.com/u/registration/33392/institution

1. Official transcripts are ordered through Parchment. A link to the Parchment site to begin an order is on the NCCC website:
   https://www.niagaracc.suny.edu/registration-records/transcripts/
2. To begin an order, click on the blue button "Order Official Transcripts".



The transcript fee charged by Niagara County Community College is $10.00 per OFFICIAL transcript.

3. You will be routed to the Parchment site where you need to enter your email address to create an account or if you already have an account, to log in. Click "Continue".

4. If creating a new account, you will be asked to enter your basic, personal information and choose a password. Once you have entered this information, click "Create Account & Continue".

ENTER YOUR PERSONAL INFORMATION

| ★ First Name | Middle Name | ★ Last Name |
| ★ Month Of Birth ▾ | ★ Day Of Birth ▾ | ★ Year Of Birth ▾ |

★ Highest Level Of Education ▾

ENTER YOUR CONTACT INFORMATION

★ Cell Phone

✔ United States of America ▾

★ Address 1

Address 2

| ★ City | ★ State/Province ▾ | ★ Postal Code |

CHOOSE A PASSWORD

| ★ Password | ★ Retype Password |

CREATE ACCOUNT & CONTINUE

5. A confirmation email will be sent to the email address used to create the account in order to validate the email address. Use the confirmation code in the email received on the "Account Confirmation" page of Parchment. Enter the code and click "Submit".

Account Confirmation          Cancel ✕

To create your account, we need to confirm a
**valid email address**

**We just sent you a confirmation email.**

To gain access to your account, please check _____ and enter the provided registration code below.

| ❶ Confirmation Code | Submit |

Please check your spam folder if you don't see the email. Having trouble?
Re-send My Verification Email | Start Over | Parchment Support

6. Next, you will be asked to enter "Enrollment Information". Answer the required fields. Your Student ID is not required. Click "Continue".



7. Select from the available credentials you need to order.



8. If you are sending an official transcript to another institution for transfer, you can search the recipient table of institutions to find yours. As you start typing the institution's name, the search menu will populate potential matches and show the detailed address where the transcript sent.

If you are sending the transcript to a specific individual/job, or yourself and have their mailing address or email address, you can select "I'm sending to myself or another individual".

**==NOTE: IF YOU SELECT "MYSELF" AS THE RECIPIENT AND OPEN THE ENVELOPE OR PDF, THE TRANSCRIPT WILL BECOME UNOFFICIAL AND UNACCEPTABLE TO THE RECIPIENT." ==**

As you start typing the institution's name, the search menu will populate potential matches and show the detailed address where the transcript sent.



If you are not finding a match, you can select "Enter Your Own" at the bottom of the menu.

You will be asked to fill in the recipient information on the table shown. Be sure to select from the delivery methods at the top. The table defaults to "Electronic-delivered by email". Click "Continue". Depending on how you want it delivered, you will be prompted to enter the required information.

**Electronic- delivered by email:**



**Print & Mailed (paper copy):**

**Local Pickup (in-person pickup from NCCC office):**
If you want to order an official transcript for another institution or yourself but would like to pick up the paper copy from the NCCC office, select this option.



9. Once you have selected the delivery method and filled out the appropriate information required, you will be brought to the "Item Details" page. Review the information for recipient and delivery method at the top.

In the next section, select the appropriate answers to the "Purpose" and "When do you want this sent?" drop down menus.

- If you are ordering a transcript but need it to be sent after final grades or graduation are awarded, select the appropriate hold option from the drop-down menu (i.e. "Hold for Degree", "Hold for Final Grades", etc.)



In the next section, enter your Student ID number. This will allow Parchment to find your records more easily in our system. **If you do not now your Student ID, select "I do not know or remember my Student ID."** If you select this, you will be prompted to enter your social security number.



If you have any required attachments that need to be included with your transcript, you can attach a copy of the document in the section below (optional).



In the final section, your electronic signature is required. Use your finger or mouse to sign. Type your full name in the boxes below your signature. Click "Continue".

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 consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

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

10. Your "Order Summary" will display. If you need to place an order for additional transcripts prior to payment, you can select "Add another item for *your name*". Click "Continue".



‹ BACK      Order Summary      CANCEL ✕

ℹ Your order has not been placed yet. Please review and complete the order below
Here's your order summary ▉

Collapse All

FOR ▉                                               ① $10.00 ⌃

ITEM     Transcript                    ✉ ℹ ☑   $10.00 🗑
FROM     SUNY Niagara County Community College
TO       ▉

⊕ Add another item for ▉

Total Credential Fees     $10.00

Order Total     $10.00

CONTINUE

🛡 Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

11. On the "Payment Information" screen, input your credit or debit card information, then click "submit payment". Once you have submitted your payment, you will receive a confirmation.

8/8/23

**PARCHMENT SECURE PAYMENT GATEWAY**

Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

12. You can log into Parchment at anytime to track your orders under the "Orders" tab at the top of the screen. Any previous orders will be displayed on the "Orders History" screen below.