

# Official Transcript Ordering Process

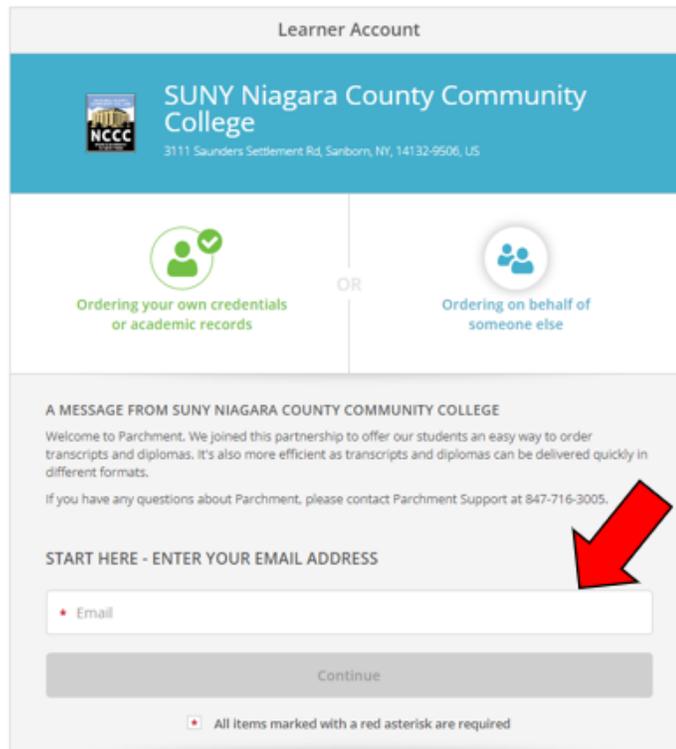
Parchment: <https://www.parchment.com/u/registration/33392/institution>

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”.



Learner Account

 **SUNY Niagara County Community College**  
3111 Saunders Settlement Rd. Sanborn, NY, 14132-9506, US

 **Ordering your own credentials or academic records**

OR

 **Ordering on behalf of someone else**

A MESSAGE FROM SUNY NIAGARA COUNTY COMMUNITY COLLEGE

Welcome to Parchment. We joined this partnership to offer our students an easy way to order transcripts and diplomas. It's also more efficient as transcripts and diplomas can be delivered quickly in different formats.

If you have any questions about Parchment, please contact Parchment Support at 847-716-3005.

**START HERE - ENTER YOUR EMAIL ADDRESS**

\* Email

Continue

\* All items marked with a red asterisk are required

- 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”.

The screenshot shows a registration form with two main sections:

- ENTER YOUR PERSONAL INFORMATION:** This section includes a redacted email address, a grid for First Name, Middle Name, and Last Name, a grid for Month Of Birth, Day Of Birth, and Year Of Birth, and a dropdown menu for Highest Level Of Education.
- ENTER YOUR CONTACT INFORMATION:** This section includes a Cell Phone field, a dropdown menu for Country (currently showing United States of America), Address 1, Address 2, and a grid for City, State/Province, and Postal Code.

Below these sections is a **CHOOSE A PASSWORD** section with fields for Password and Retype Password, and a large **CREATE ACCOUNT & CONTINUE** button at the bottom.

- 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”.

The screenshot shows the 'Account Confirmation' page with the following content:

- Header: Account Confirmation (with a Cancel X button).
- Text: To create your account, we need to confirm a valid email address.
- Icon: An envelope icon with a '1' in a circle above it.
- Text: We just sent you a confirmation email.
- Text: To gain access to your account, please check [redacted] and enter the provided registration code below.
- Form: A text input field labeled 'Confirmation Code' with a red error icon on the left, and a 'Submit' button on the right.
- Footer: 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”.



Niagara County Community College  
would like you to provide the following information:

\* Are you currently enrolled?

\* Your first year of attendance

Your Student ID Number

\* Please verify your name while attending

Kristin Leszkowicz  
 Other name variation or maiden name

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

CONTINUE

\* All items marked with a red asterisk are required.

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

Available Credentials CANCEL ✕

 The following credentials are available from SUNY Niagara County Community College. Start your order by selecting a credential listed below (you can add more later)

	<p><b>Transcript</b></p> <p>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.</p>	<input type="button" value="Order"/>
	<p><b>Replacement Diploma</b></p> <p>A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.</p>	<input type="button" value="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:**

The screenshot shows a mobile application interface for selecting a delivery method. At the top, there are navigation buttons: '< BACK', 'Set Delivery Destination', and 'CANCEL x'. Below this is a message: 'Your order will be sent from SUNY Niagara County Community College to the individual and/or organization at the destination below. Select a delivery method for your order'. Three delivery options are presented with icons: 'Electronic Delivered By Email' (with a green checkmark and a red arrow pointing to it), 'Print & Mailed Printed On Paper & Mailed', and 'Local Pickup In-Person Pickup'. Below the options is a 'RECIPIENT INFORMATION' section with three input fields: 'School Name, Business, Person, or Your Name', 'Recipient's Email', and 'Retype Email'. A 'Continue' button is at the bottom.

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

The screenshot shows the same 'Set Delivery Destination' form, but with 'Print & Mailed' selected. The 'Electronic' option now has a blue arrow pointing to it, while 'Print & Mailed' has a green checkmark. The 'RECIPIENT INFORMATION' section is more detailed, including a name field (with a blacked-out example), 'Attention' and 'Phone' fields, a 'Country' dropdown, 'Address 1' and 'Address 2' fields, and 'City', 'State/Province', and 'Postal Code' fields. A section titled 'Need this delivery expedited?' contains a checkbox for 'Add rush delivery via FedEx' with the FedEx logo and the text 'Additional fees will be applied'. A 'Continue' button is at the bottom.

**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.

The screenshot shows a web form titled "Set Delivery Destination" with a "BACK" button on the left and a "CANCEL X" button on the right. Below the title, a message states: "Your order will be sent from SUNY Niagara County Community College to the individual and/or organization at the destination below. Select a delivery method for your order". Three delivery options are presented: "Electronic Delivered By Email", "Print & Mailed Printed On Paper & Mailed", and "Local Pickup In-Person Pickup". A red arrow points from the "Print & Mailed" option to the "Local Pickup" option. Below the options is a section titled "LOCAL PICKUP INFORMATION" containing a paragraph of instructions, two radio button options ("I will be picking this order up myself" and "I would like to allow another person to pick this order up on my behalf"), and a text input field for "Telephone". The next section is "PICKUP DETAILS", which includes a "Select" dropdown menu currently set to "Registration & Records Office, A105". Below this, there are two columns: "The order can be picked up at:" with the address "Registration & Records Office, A105, 3111 Saunders Settlement Rd, Sanborn, NY 14132-9506" and "Additional information" with "Hours of Operation M-F, 8am-4pm". A confirmation checkbox is present with the text: "Please confirm the following to continue with this option. I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply." At the bottom of the form is a "Continue" button.

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
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\*  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".

Order Summary CANCEL x

< BACK

i Your order has not been placed yet. Please review and complete the order below

Here's your order summary Collapse All

<b>FOR</b>	<span style="background-color: #4a7ebb; color: white; padding: 2px 10px;">[Redacted]</span>	<span style="color: blue;">i</span>	\$10.00	^
<b>ITEM</b>	Transcript	<span style="color: blue;">✉</span> <span style="color: blue;">📄</span>	\$10.00	<span style="color: blue;">🗑</span>
<b>FROM</b>	SUNY Niagara County Community College			
<b>TO</b>	<span style="background-color: #4a7ebb; color: white; padding: 2px 10px;">[Redacted]</span>			

➔ + Add another item for [Redacted]

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.



### PARCHMENT SECURE PAYMENT GATEWAY

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

#### Payment Information

Enter first and last name as it appears on credit card

<input type="text"/>	<input type="text"/>
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\* Credit Card Number

* Exp Month <input type="text"/>	* Exp Year <input type="text"/>	* CW <input type="text"/>
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**Order Total: \$10.00**  
\$10.00 will be charged to this card.

\* Phone

Billing Address [Use different billing address](#)

Address 2

<input type="text"/>	<input type="text" value="State/Province"/>	<input type="text"/>
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\* All items marked with a red asterisk are required to submit this form.

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.

