Parchment eTranscript Request – Quick Guide
Current Students

Step 1: Log onto Banner Self-Service

Step 2: Locate the ‘Student’ tab and Click on ‘Student Records’ to access the link to Request a Transcript

Step 3: Complete the information on the type of transcript that you are looking for, starting with:

Where would you like your document sent? You can send it directly to another school, or have it emailed to yourself or another individual.

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

Or: Send to Yourself, Another Individual, or Third Party

a) Search for the name of a college or other institution from the search box or click the hyperlink to type in the contact information. If you search for another school or institution, the results will appear for you to select. Otherwise, you will need to have the contact information available.

What type of transcript are you looking for? The options are eTranscript (electronic), Paper Transcript – Mailed (mailed directly by Parchment), or Paper Transcript – Pickup (pick up at Concordia Registrar).

b) Select the transcript that best meets your needs. The vast majority of institutions are capable of accepting an eTranscript. Mailing fees will apply if you select a mailed transcript.

Step 4: Complete the contact information for the person to receive the transcript, either email, or physical address. This includes re-entering your own contact information if you are sending it to yourself. As needed by FERPA, please also select the ‘Purpose for Transcript’.

Step 5: Review your shopping cart to make sure that you are sending your transcript to the correct contact! Refunds will not be issued for incorrect delivery instructions. At this point you may also add additional transcripts to your “cart”, to be sent to additional contacts/institutions before you check out.

Step 6: Check out. Please make sure your credit card info and billing address are correct, in order to process your request!

Step 7: Success! You should receive an Order # and confirmation email that your order has been received and is being processed. eTranscripts and Mailed Transcripts are generally processed by the system within one day (24 Hours). Transcripts requested for pickup in the Registrar’s Office are available within 2-3 business days.