

IRHS Cheat Sheet for STUDENTS for Creating a Parchment Account

1. Go to www.parchment.com to create an account. You can also go to the IRHS school website and click on the scroll bar until you see the Parchment icon. Go through the website or click on the Parchment icon. Go to CREATE AN ACCOUNT, and you are considered a LEARNER
2. You want to create an account as a new user. Enter your full legal name and your birthday.
3. Enter your highest level of education (if you are a 2021 graduate, you would list 12th grade, if you are a rising 12th grader, you would list 11th grade, if you are a rising 11th grader you would list 10th grade, etc)
4. You need a valid e-mail account that you will keep forever
5. Enter your e-mail and create a password for parchment
6. When asked if you want to register for college and scholarship info – at this point – click NO. You can do this later.
7. If you are under 18, it will ask if you have your parent consent. Just click YES.
8. You will need to check your e-mail at this point to enter the confirmation code listed in the e-mail (enter the confirmation code in the parchment account) OR you can click the green box in the e-mail from Parchment and it will take you back to Parchment and you will be approved (this is actually easier to do)
9. You will need to link your account to Indian River High School in Chesapeake, VA. Click on the PLUS sign to link you to our high school. Enter Indian River High (do not enter the word “school”), and click search.
10. Click on Indian River High School in Chesapeake VA as the school you attend
11. Enter your Gender
12. You will need to enter the earliest year you attended high school (what year you started high school – for the Class of 2021 – it would be 2017, for the class of 2022 – it would be 2018, for the class of 2023 – it would be 2019, and for the class of 2024 – it would be 2020)
13. You will need to enter your graduation year. Make sure you enter the correct graduation year that you are scheduled to graduate.
14. It will ask you if you want to “waive your rights to seeing the info the high school sends”, we recommend that you click on WAIVE YOUR RIGHTS.
15. You can then order transcripts. You can order them to be e-mailed to yourself or directly to colleges.
16. Only request electronic copies to be sent to colleges once you have submitted the college application online.
17. If transcripts are sent electronically, there is no charge as long as you are still in high school. If you are ordering them to yourself, click on that box. If you want to send it to a college, click on the box that says “send to an institution” and search for the university. When you are ordering a transcript for yourself or a college, you want it to be sent electronically. IF you need an **official** transcript that is on paper, then you need to request a paper copy. It will be mailed to you and there is a \$3 or \$5 charge. When you receive this paper copy in the mail, do NOT open the envelope the transcript is in. That will make it unofficial. If you happen to open it, bring it to your counselor and she can sign it and put it in a sealed envelope. If you request a transcript electronically, do NOT bring it to your counselor to sign – that does not make it official. For all colleges that use Parchment, electronic copies are fine.
18. When you order transcripts, you have to click on SUBMIT or CONTINUE several times.
19. You will need to sign with the mouse to order a transcript.
20. If you are under 18, you will need to enter your parent/guardian’s name.
21. For the Common Application, list Common Application for the college you are searching. Click Search. When the Common Application shows up, UNCLICK the box that says “add this college”. Then click CONTINUE. If the wheel spins and spins, go back one page, and try it again and unclick the check in the box and click on ADVANCED SEARCH and then click continue. It will ask you to enter your Common Application ID number.

