

Banner Web

**Transcript Ordering Process in Parchment
(for Alumni)**



COVENANT
COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Transcript Ordering Process in Parchment (for Alumni)

Purpose: Covenant partners with Parchment, a digital credential service, to process orders for all transcripts. Parchment can send an official electronic or paper copy of your transcript to any valid email or physical address. The instructions below outline how to access Covenant’s website with Parchment.

If you are a current Covenant student and have an active Banner account, please use the instructions titled “Transcript Ordering Process in Banner.”

1. Access Covenant’s Parchment storefront at https://exchange.parchment.com/send/adds/index.php?main_page=login&id=teNTmTEPTlyidhft. Click “Create Account.”

Home | Support | Contact Us Shopping Cart: \$0 | Sign In



COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT

1. **Login or Register** 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

[Create Account](#)

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#) [Sign In](#)

Parchment Ordering Service v2.9
Copyright © 2006-2017 Parchment Inc. All Rights Reserved.
[Privacy Policy](#) [Refund Policy](#)
12:21pm PDT 01

2. The first time you log in, Parchment will ask you to enter personal information to identify your student record. Click “Submit” when you’ve finished.

Support | Contact Us

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

1. Login or Register | 2. Select Documents | 3. Order Details | 4. Provide Consent | 5. Payment | 6. Review Order

Address Details

Welcome to the Covenant College document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name: *

Middle Name:

Last Name: *

Street Address:

Address Line 2:

City: * (Military Addresses: enter APO, DPO, or FPO)

State/Province: *

Post/Zip Code:

3. Next, you’ll be asked to select a destination for your transcript to be sent. If you want to send it to an educational institution, use the search bar in the center of the screen. To send it to a different destination not available in the search bar, use the link immediately below the search bar and skip to step 5.

Home | My Account | Order Status | Support | Contact Us

Shopping Cart: \$0 | Sign Out

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

1. Login or Register | 2. Select Documents | 3. Order Details | 4. Provide Consent | 5. Payment | 6. Review Order

Where would you like your document(s) sent?

[Or Send to Yourself, Another Individual, or Third Party](#)

Parchment Ordering Service v2.9
Copyright © 2006-2017 Parchment Inc. All Rights Reserved.
[Privacy Policy](#) [Refund Policy](#)
08:15am PDT 01

4. Click “Select” next to the name of the correct institution. Carefully select the appropriate institution, office, email, or mailing address because a misdirected transcript will require that you pay again to send a transcript to the correct destination.

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

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

Florida State

10 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Florida State University	admsofficer@admin.fsu.edu	Tallahassee, FL, US	<input type="button" value="SELECT"/>
Florida State College at Jacksonville	mary.chambliss@fscj.edu	Jacksonville, FL, US	<input type="button" value="SELECT"/>
Florida SouthWestern State College - ALL CAMPUSES	admissions@fsw.edu	Fort Myers, FL, US	<input type="button" value="SELECT"/>
Eastern Florida State College		Cocoa, FL, US	<input type="button" value="SELECT"/>
Northwest Florida State College	lillyc@nwfsc.edu durhamb@nwfsc.edu cooperk@nwfsc.edu	Niceville, FL, US	<input type="button" value="SELECT"/>
State College of Florida, Manatee-Sarasota		Bradenton, FL, US	<input type="button" value="SELECT"/>
State College of Florida	sweetf@scf.edu	Bradenton, FL, US	<input type="button" value="SELECT"/>
Florida State University Panama City	gbuckland@pc.fsu.edu admissions@pc.fsu.edu	Panama City, FL, US	<input type="button" value="SELECT"/>
Florida State Board of Nursing		Tallahassee, FL, US	<input type="button" value="SELECT"/>
State of Florida Regional Conflict Counsel	gregory.ates@rct.myflorida.com	Pensacola, FL, US	<input type="button" value="SELECT"/>

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

5. Select the type of transcript you would like to send. Electronic has become the preferred means of delivery for many institutions, as it is for Covenant. A transcript can be sent to any valid email or physical address, with expedited shipping available.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Select Product Type

	eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Please allow additional processing time for high volume periods). Please confirm with...	\$6.00
	Paper Transcript Order an official paper copy of your transcript. Orders are generally processed within a few business days (Please allow additional processing time for high volume periods). NOTES: Transcripts will...	\$9.00
	Paper Transcript - For Pickup by Student Order an official paper copy of your transcript. Orders are generally processed within a few business days (Please allow additional processing time for high volume periods). NOTES: Transcripts will...	\$9.00

Parchment Ordering Service v2.9
Copyright © 2006-2017 Parchment Inc. All Rights Reserved.
[Privacy Policy](#), [Refund Policy](#).
11:11am PDT INT01

6. Confirm the recipient information is correct, select your sending timeline, purpose, and click “Continue.” Transcripts held for grades or degree are processed in batch soon after all grades are due. An attachment (e.g. AMCAS Form) may be uploaded to be delivered with your transcript.

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Covenant College is only responsible for the content of the academic transcript. Covenant permits a student to attach a document to be delivered with their transcript, but **Covenant is not responsible for the content of any attachment.**

Destination:
Florida State University
Tallahassee, FL 32306-2400
[Continue](#)

Document Name:
eTranscript - \$6.00
[Switch to Mail Delivery](#)

Order Options

Delivery Mode: **Electronic**

Processing Time: **Now** | Hold for Grades | Hold for Degree
Holds are for current term only

Purpose for Transcript (Optional):

Attachment (Optional): [Choose File](#) No file chosen

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$6.00

[Add Another Item](#) [Continue](#)

7. Confirm that the contents of your order are correct. Continue shopping to order additional transcripts. Then, click “Checkout.”

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$6 | Sign Out



COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT

1. Login or Register |
 2. Select Documents |
 3. Order Details |
 4. Provide Consent |
 5. Payment |
 6. Review Order

Your Shopping Cart Contents

Total Items: 1 Amount: \$6.00

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$6.00	\$6.00	Remove
Delivery Mode - Electronic Processing Time - Now Recipient Name - Covenant College Email Address - ws-techassistant@covenant.edu Document Date - 03/29/2017 13:23:45				
			Sub-Total: \$6.00	

[Update Shopping Cart](#)

[Continue Shopping](#) |
 [Checkout](#)

Parchment Ordering Service v2.9
 Copyright © 2006-2017 Parchment Inc. All Rights Reserved.
[Privacy Policy](#) | [Refund Policy](#)
 01:24pm PDT INT01

8. Check to ACCEPT the FERPA Release as your electronic signature, or if it has already been completed with a previous order, Click “Next.”

COVENANT COLLEGE
IN ALL THINGS CHRIST PREMINENT

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Consent form to release academic records

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you represent that you are the student requesting to release your own educational records, and you are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Education's website for further information regarding FERPA.

I ACCEPT

Next

9. Enter your payment information, then click “Next.”

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number (More Info)

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

Guinea Pig
14049 Scenic Hwy
Lookout Mountain, GA 30750
United States

Parchment Ordering Service v2.9
Copyright © 2006-2017 Parchment Inc. All Rights Reserved.
[Privacy Policy](#), [Refund Policy](#).
01:25pm PDT INT01

10. Confirm your order details. After confirmation, your transcript order will go into processing!

Confirm Your Billing Info:

Test Credit Card: Visa
 Card Owner's Name: Guinea Pig
 Test Card Number: [REDACTED]
 Expiration Date: January, 2026
 CVV Number ([More Info](#)) [REDACTED]

[Edit Payment Information](#)

Billing Address: (*Must match the address associated with your credit card)
 Guinea Pig
 14049 Scenic Hwy
 Lookout Mountain, GA 30750
 United States

[Edit Billing Address](#)

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$6.00	\$6.00

Delivery Mode - Electronic
 Processing Time - Now
 Recipient Name - Covenant College
 Email Address - ws-techassistant@covenant.edu
 Document Date - 03/29/2017 13:23:45

Sub-Total: \$6.00
 Total: \$6.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back](#) [Confirm](#)

You will receive multiple email notifications including confirmation of your order, if your order is placed on hold, when an order has been processed, and when an electronic transcript has been delivered and then opened.

If you have a hold on your account, you will receive an email advising the hold and who to contact to resolve your hold. Once all holds are cleared, your transcript order will be processed, you will receive an email confirmation, and your credit card is only charged when your order is fulfilled. If your hold is not cleared within 30 days, your order will expire.

Contact the Office of Records at recordsoffice@covenant.edu or call 706-419-1190 with any questions.