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**  
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.

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.
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.

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.
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.

7. Confirm that the contents of your order are correct. Continue shopping to order additional transcripts. Then, click “Checkout.”
8. Check to ACCEPT the FERPA Release as your electronic signature, or if it has already been completed with a previous order, Click “Next.”

9. Enter your payment information, then click “Next.”
10. Confirm your order details. After confirmation, your transcript order will go into processing!

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.