

# HOW TO CREATE YOUR PARCHMENT ACCOUNT

1. Go to [www.parchment.com](http://www.parchment.com).
2. Click **Create Account** at the top right.



3. Click the green **Create Account** button under Learners or Parents

## Learners or Parents

Current students, alumni or parents.  
Start your transcript order here.



4. Complete all fields. Use a personal email address, not your district-issued email. **Write down your password or save it.** District-issued email will no longer be accessible after graduation.
5. Check your email for the verification code. Enter that code in the next screen.
6. Click **“Start by adding a school or organization you attended”**



7. Search for **“Ashley Ridge High School”** (make sure it is the one in Summerville). Click the blue **Add** button.

| School/Organization      | Location            | Type        |            |
|--------------------------|---------------------|-------------|------------|
| Ashley Ridge High School | Summerville, SC, US | High School | <b>ADD</b> |

8. Click **“Currently Enrolled”** and complete the required fields. Enter the year you entered high school in the “Earliest Year” field.

9. Click **“I waive my right to access”** and the blue **Consent and Request** button.

I recognize the confidential nature of the Secondary School Report and other recommendations and

- I waive my right to access  
 I do not waive my right to access



10. Congratulations, you have successfully created your Parchment account!