

# How to set up your Parchment Account

1. Go to [www.parchment.com](http://www.parchment.com)
2. At the top left, click on **“create account”**
3. Type in all fields and click **“sign up”**
4. Follow the instructions to enter your **verification code**
5. Click **“start”** on the next page
6. Enter **“Hillsboro Comprehensive High School, Nashville, TN, US”** as your school or organization
7. On the next page:
  - a. Select **“currently enrolled”** if you are currently a student at HHS
  - b. **“Earliest year”** is the year you began 9<sup>th</sup> grade
  - c. **“Expected Grad Year”** is the year you will graduate from high school
  - d. Choose **“Waive”** or **“I do not waive”**
  - e. Click the check box next to the statement that starts, **“I authorize a copy...”**
  - f. Click **“Consent and Request”**
8. On the next page, click **“Order”**
9. **Search** for the colleges/universities you want to send your transcripts to and **select** them from the list
10. On the next page, either select **“Add Another Destination”** or **“Save and Continue”**
  - a. NOTE: There is no charge for students!
11. Review your selections and click **“continue”**
12. **Sign and click** the check box, submit
13. Go back to your account at any time to check the status of your orders and when your transcripts are received at colleges!

Visit [www.hhscounseling.com](http://www.hhscounseling.com) for more help with college planning!