2021

Parchment Access

GUIDE TO ORDERING SOUTH DAKOTA BOARD OF REGENTS OFFICIAL
TRANSCRIPTS THRU PARCHMENT
DSU REGISTRAR'S OFFICE

DAKOTA STATE UNIVERISTY | Registrar's Office

Contents

Create an Account

In this section, you will learn how to create a Parchment account to request official transcripts for SD Board of Regents.

If you have already created a Parchment account, whether it be for your digital diploma through DSU or transcript through SDBOR, you can simply login using your credentials and select the section that applies to you.

1. Go to Parchment.com, click **Create Account,** click *Create Account* under **Learners or Parents** and fill in the fields.
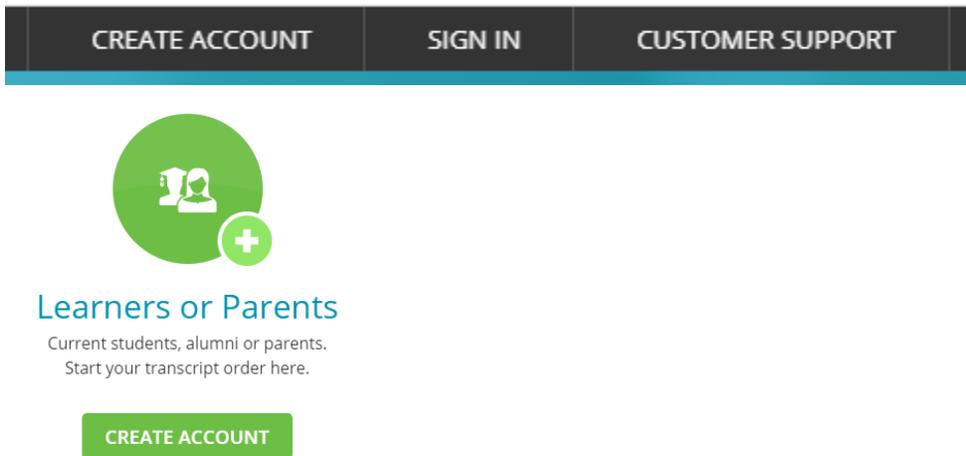
2. Confirm your account by entering the confirmation code sent to your email address

Once confirmed, you will see your Parchment Dashboard

3. Click **Start by adding a school or organization you attended.**

4. Enter **SD Board of Regents** in the search field and click **Search.**
   *You must search for SDBOR if you took courses at BHSU, DSU, SDSM&T, NSU, SDSU, and/or USD.
   DO NOT search for your home institution if you are needing to request an official transcript.

5. Click **Add** next to the South Dakota Board of Regents line.

6. Complete the **Enrollment Information** form.

7. If you want to add another school or organization or are not ready to order a transcript, you can check the **Finish creating my Parchment account *without* placing and order right now** box and click **Complete my Registration.**

8. If you are ready to order a transcript, leave the box unchecked and click **Continue.**

If you continue to order a transcript, skip to #3 under the *Order a Transcript* section.

Order a Transcript

You must create an account before ordering a transcript. If you have not created an account, follow the instructions under Create an Account.

1. Login to Parchment.com using your credentials you used to create your account.

2. You will see South Dakota Board of Regents as one of your schools/organizations. Click **Order.**
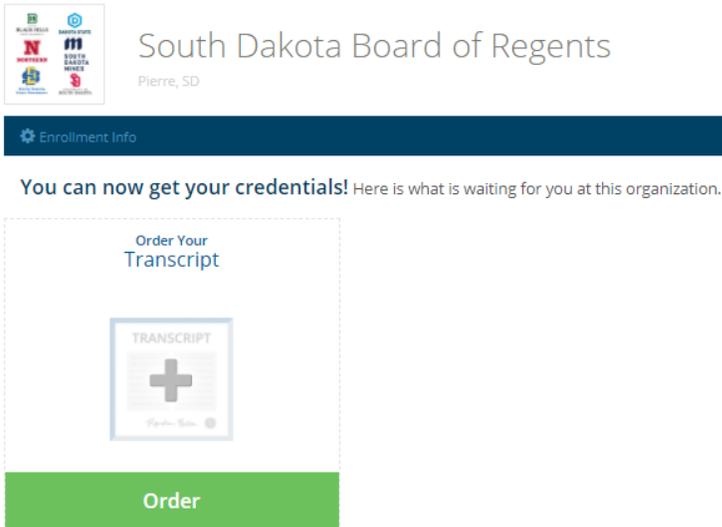
3. Select your **Delivery Destination.**
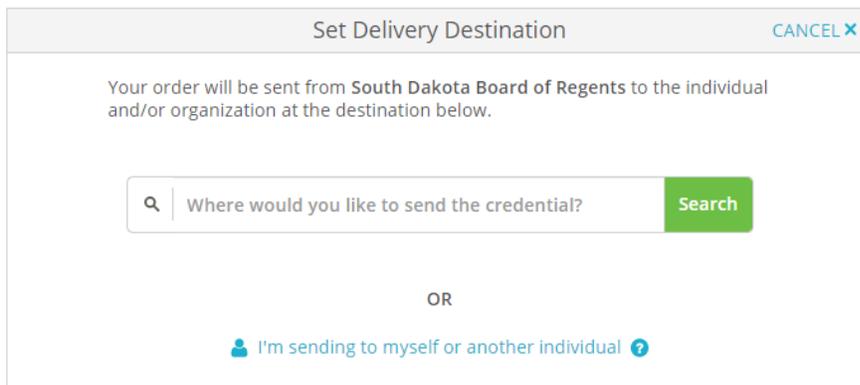
4. If you are sending your transcript to another school or organization, enter the name of the school or organization in the search field – select the school or organization from the dropdown of results. If you do not see the school/organization, select **See All Results** or **Enter Your Own.**

5. If you are sending your transcript to yourself or another individual, select the **I'm sending to myself or another individual link.**
   a. Click *I am sending this order to myself;* or

b. Click *I am sending this order to another individual.*

I am sending this order to myself

I am sending this order to another individual
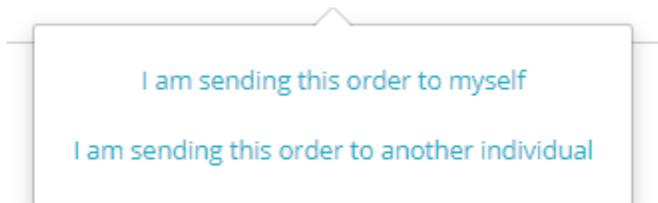
c. Select **Electronic** or **Print & Mailed**. Enter Recipient Information.

6. Complete the **Item Details** form.

7. Sign with your mouse or finger and certify you are the individual authorized to order your transcript, click **Continue.**

8. Review your **Order Summary**.
   a. If you need to send multiple orders, select **Add another item for …**
      Click SD Board of Regents
      Complete Steps 3-7 again

   ⊕ Add another item for ▮▮▮▮▮▮▮▮
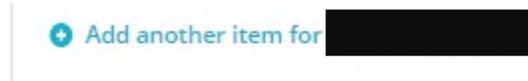
   Click **Continue** when you have confirmed your order is correct.

9. Enter **Payment Information** using Parchment's Secure Payment Gateway.

10. You will receive an order confirmation and can now begin tracking your order.

What Happens Next

1. Once you place your order, Parchment will notify the SD BOR Enrollment Services Center (ESC) and they will review your order.
   a. ESC will either approve your transcript request or place it on hold. If they place your order on hold, please allow them to resolve your request before contacting the school. You will be notified via email if there are any issues with your request.
   b. If you have questions regarding your request, please contact ESC via email at esctranscript@usd.edu or 605-658-6160

2. Once ESC approves and processes your order, Parchment will send your transcript.

3. You can track your transcript on your Parchment.com Dashboard by selecting **Orders** and viewing the **Track Orders** section.

Update Your Accounts

Add Another School or Organization

You can add additional schools or organizations you have attended (if they use Parchment) to your account.

You will want to add Dakota State University as an additional account if you have received your digital diploma from us. This allows you to use the same login information to access your digital diploma(s) from DSU as well as your official transcript from the SD Board of Regents.

If you have already created a Parchment account for DSU to access your digital diploma, follow the steps below and add SD Board of Regents as another school/organization to your Dashboard.

1. Login to Parchment.com using your credentials you used to create your account.

2. In your Dashboard, select **Add Another School or Organization You Attended** (located towards the bottom of the screen).

   ⊕ Add Another School or Organization You Attended

3. Search by College Name in the search field and select the School/Organization be clicking **Add.**

   ### Add Your School or Organization

   Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Dakota State University	Search
	Advanced Search ▾

School/Organization	Location	Type	
Dakota State University	Madison, SD, US	College /Undergraduate	ADD

   If you do not see your school listed, they are not a Parchment member and you cannot order/view credentials from that school thru Parchment.
   a. Dakota State University – Add for viewing/accessing Digital Diploma
   b. SD Board of Regents – Add for ordering Official Transcript

4. Complete the **Enrollment Information** page.

Add Additional Email Addresses to Your Account

You can have more than one email address tied to your Parchment account. If you used your school email address or an email you no longer use to create your Parchment account, you should add another email address.

- When you sign into Parchment, you can use any email address that you've added to your account.
- You will only have to remember one password.
- You can select which email address is primary – which is used to notify you about your orders.

To add an email address to your account:

1. Login to Parchment.com using your credentials you used to create your account.

2. Click **Profile > Account Settings.**
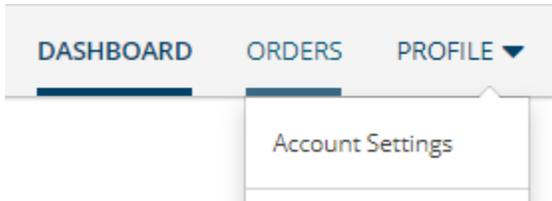
3. Click **Add another email address to this account.**

4. Enter the email address that you would like to add into the spaced provided and click **Add Email.**

5. You should get a message like this:
   Enter the code you received into the box provided and click **Confirm.**
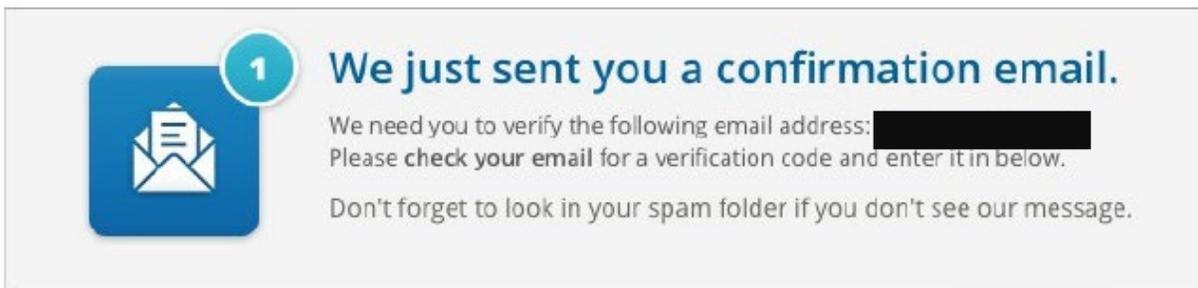
   If you do not get a message like that and instead get a message telling you that an account with that email address already exists, you can merge the two accounts. Go to *Merge Multiple Accounts* section.

6. You now have two emails associated with your account. If you want the newly added email address listed as your primary, click **Make Primary** next to the secondary email address.


Merge Multiple Accounts

If you have more than one Parchment account, you can merge them. Your order history and any credentials you have stored on your dashboard will be merged so that everything is in one account.

- To successfully merge accounts, your **first name, last name, and date of birth must match exactly** in both accounts. If they do not, you will get an error message. Also, make sure you enter your email address very carefully when you add it because the system needs to locate it.
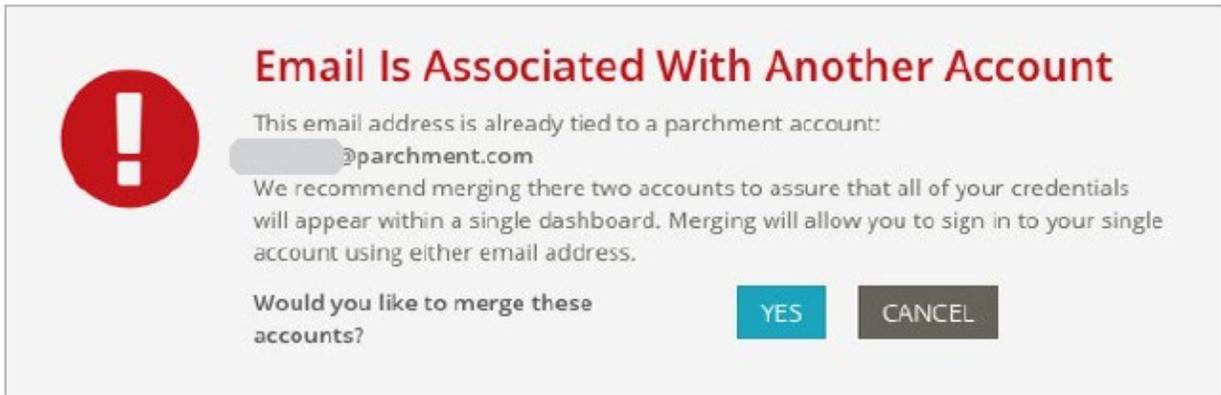
To merge accounts:

1. Login to Parchment.com using any one of your Parchment accounts.

2. Click **Profile > Account Settings.**
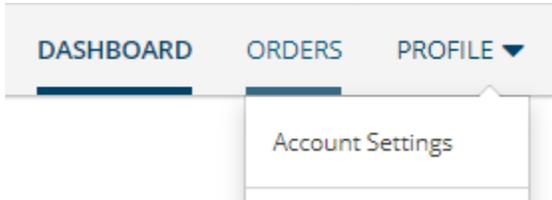
3. Click **Add another email address to this account.**

4. Enter the email address that you would like to add into the spaced provided and click **Add Email.**
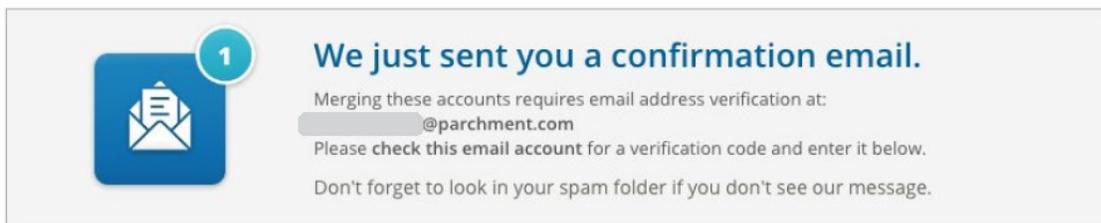

5. You should get a message like this:

   If you do not get this message, double check that your first name, last name, and date of birth match in both accounts. You can make necessary changes under the **Your Information** section in your **Account Settings.**

6. Click **Yes.** You will get this message:

7. Check your email (make sure you check the email account that you just added) for the verification code. Enter the code into the box and click **Confirm.**

8. You should get a success message like this: