

Parchment Ordering Instructions

The information displayed on your order will differ depending on the type of document you are ordering.

1. Click on “Students with Active Buff Portal Login Here” or “Former Students Order Here “

Parchment ordering service:

This online service allows Current and Former Students to place orders for products offered by the university. Orders may take up to 7 Business Days to process.

CLICK ONE OF THE BUTTONS BELOW TO PLACE YOUR ORDER.

[Students with Active Buff Portal Login Here >](#)

[Former Students Order Here >](#)

2. Login to your Parchment account or create a new account

- If you choose the **Active Buff Portal** option: you will be prompted to login with your WT Student Account.



- If you choose the **Former Students** option: you must use an email address that is *not* your WT Student Email address.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

* All items marked with a red asterisk are required

- If you are **creating a new account**: fill out the profile information and then select “Create Account & Continue”.

ENTER YOUR PERSONAL INFORMATION

* First Name	Middle Name	* Last Name
* Month Of Birth	* Day Of Birth	* Year Of Birth
* Highest Level Of Education		

ENTER YOUR CONTACT INFORMATION

* Cell Phone

United States of America

* Address 1

Address 2

* City	* State/Province	* Postal Code
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CHOOSE A PASSWORD

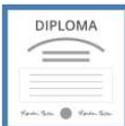
* Password	* Retype Password
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CREATE ACCOUNT & CONTINUE

3. Click which type of document is needed for WTAMU to send

Available Credentials CANCEL X

 The following credentials are available from West Texas A&M University. Start your order by selecting a credential listed below (you can add more later)

	Transcript (Electronic) An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	Transcript (Mailed) An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	Transcript (Pickup) An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	Apostille Package Mailed An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	Optional Practical Training (OPT)-STEM ... An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	Optional Practical Training (OPT)-Initial ... An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	Order
	Replacement Diploma A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.	Order

4. Select a delivery destination

- You can use the search bar to find In-Network Receivers. These are institutions, organizations, and businesses that have partnered with Parchment.
- To manually enter your destination mailing or email address, choose the option below the search bar.

Set Delivery Destination CANCEL X

Your order will be sent from **West Texas A&M University** to the individual and/or organization at the destination below.

To send a product to a Parchment In-Network Receiver:
Search for the recipient using the search bar

To send a product to yourself:
Select the option that says "I'm sending to myself or another individual"

[Show More](#) v

OR

 [I'm sending to myself or another individual](#) 

5. Fill out your order details

- Select when you want your order processed, the purpose of your order, and add an attachment to your order if necessary. (You can place your order on hold until grades or degrees have been posted.)
- You MUST provide your signature and type in your full name to certify the order.
- Click the certification and authorization check box and then "Continue".

<BACK CANCEL X

Item Details



Transcript (Electronic)

For:

Delivery Method: **Electronic**

Credential Fee: \$3.55

Item Total: \$3.55

WT FROM
West Texas A&M University
Canyon, TX

TO

* When do you want this sent?

* Purpose

Would you like to add an attachment file? (optional) Add An Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File Clear & Sign Again

Full name as signed above:

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

6. Review your order

- If it looks correct, click "Continue" to proceed to the **Payment Screen** where you will **complete** your order.
- You can also add more items to your order by selecting "Add another item for [your name]"

[<BACK](#) [CANCEL X](#)

Order Summary

i Your order has not been placed yet. Please review and complete the order below

Here's your order summary [Collapse All](#)

FOR		1	\$3.55	^
ITEM	Transcript (Electronic)	  	\$3.55	
FROM	West Texas A&M University			
TO				
+ Add another item for				

Total Credential Fees \$3.55

Order Total \$3.55

[CONTINUE](#)



Payment will be collected through Parchment's **secure payment gateway** upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

Additional Information

- Once your payment/order is placed, you will receive a confirmation email from Parchment and WTAMU will be notified of your order.
- If there is a hold on your WTAMU Student Account, your order will be placed on hold and you will receive a Parchment email with instructions on how to get the hold cleared.
- Approved orders will get processed within 7 Business Days.
- You can track your order's progress by logging into your Parchment account again at www.wtamu.edu/transcripts. Once logged in, select "Orders" at the top right-hand side of the screen. This will take you to "Order History" where the status of each order is shown.

Please contact the WTAMU Registrar's Office at 806-651-4911 or registrar@wtamu.edu for further assistance.