

STUDENT

Request Official Transcript

Students with access to MyPSC

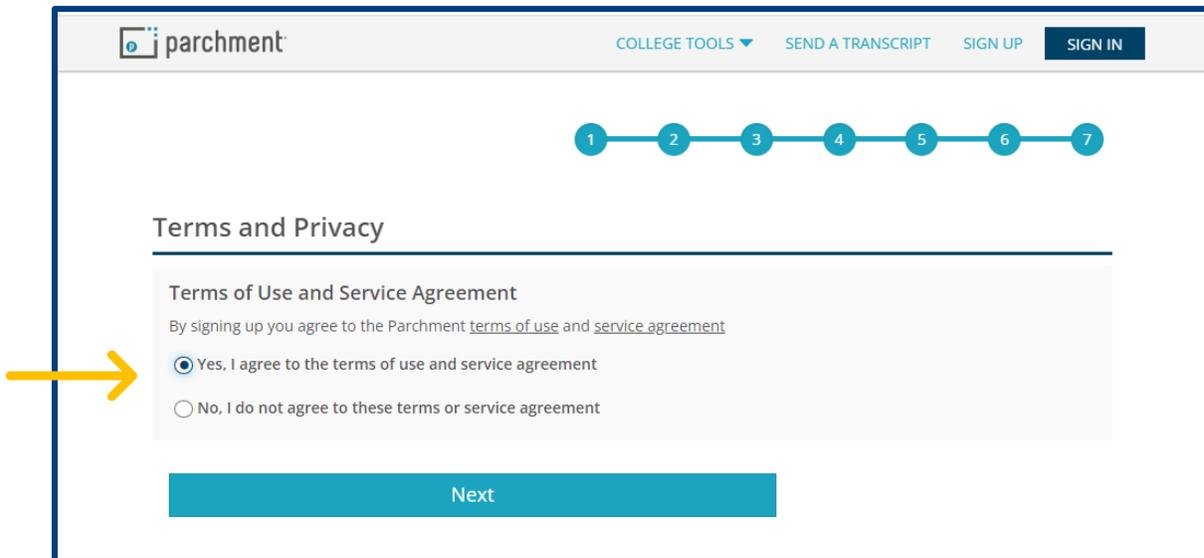
Current students, recent graduates, and employees with access to MyPSC can request transcripts through the *Parchment* app. Visit our website for more information about requesting transcripts, diplomas, or digital badges/certificates: <https://www.pensacolastate.edu/transcripts/>.

1. Open the *Parchment* app from your MyPSC apps.



Parchment

2. Agree to the Terms and Privacy to use Parchment services or if you already created your account go to step 6. Click **Next**.

A screenshot of the Parchment web interface. At the top, the 'parchment' logo is on the left, and navigation links for 'COLLEGE TOOLS', 'SEND A TRANSCRIPT', 'SIGN UP', and 'SIGN IN' are on the right. Below the navigation is a progress indicator with seven numbered steps (1-7), where step 2 is highlighted. The main content area is titled 'Terms and Privacy' and contains a section for 'Terms of Use and Service Agreement'. It states: 'By signing up you agree to the Parchment [terms of use](#) and [service agreement](#)'. There are two radio button options: 'Yes, I agree to the terms of use and service agreement' (which is selected) and 'No, I do not agree to these terms or service agreement'. A yellow arrow points to the selected radio button. At the bottom of the form is a teal 'Next' button.

3. Confirm your email address to set up your account in Parchment. Once you create a Learner Account, you can always access Parchment, even if you lose access to MyPSC. If you want to use your email instead of your PSC email, you will need to verify your email address by inputting the verification code emailed to you. Click **Continue**.

The screenshot shows the Parchment Learner Account setup interface. At the top, the Parchment logo is on the left and a close button (X) is on the right. Below this is a header for 'Learner Account' and a blue banner for 'Pensacola State College' with its logo and address: '1000 College Boulevard, Pensacola, FL, 32504, US'. A message from Pensacola State College welcomes the user and explains the service. Below the message, it says 'START HERE - ENTER YOUR EMAIL ADDRESS'. An email address 'Pirate_Graduate@gmail.com' is entered in a light green field with a checkmark icon. Below the email field is a green 'Continue' button, which is pointed to by a yellow arrow. A red asterisk icon and the text 'All items marked with a red asterisk are required' are visible below the button. At the bottom, there is a footer: 'By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).'

4. Fill in or verify all contact information and create a password for your Parchment account.

5. Enter your *Enrollment Information*, including other name variations or maiden name. Click the **Continue** button.

Enrollment Information CANCEL X

NAME Pirate Graduate
DOB SEP 9, 1984

Some additional information related to your enrollment is required below.



Pensacola State College
would like you to provide the following information:

* Are you currently enrolled?

* What was your first year of attendance?

Your Student ID Number * Your last 4 SSN [Don't Have One?](#)

* Please verify your name while attending
 Pirate Graduate
 Other name variation or maiden name

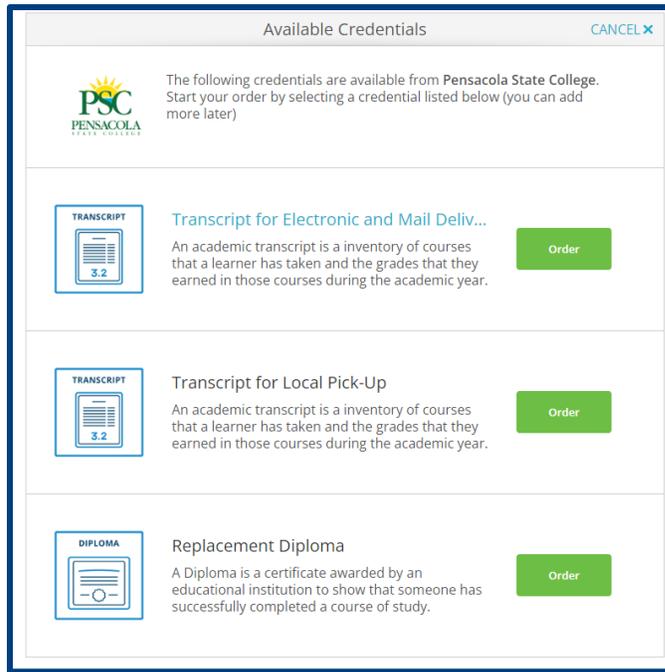
Finish creating my Parchment account *without* placing an order right now.

CONTINUE

* All items marked with a red asterisk are required.

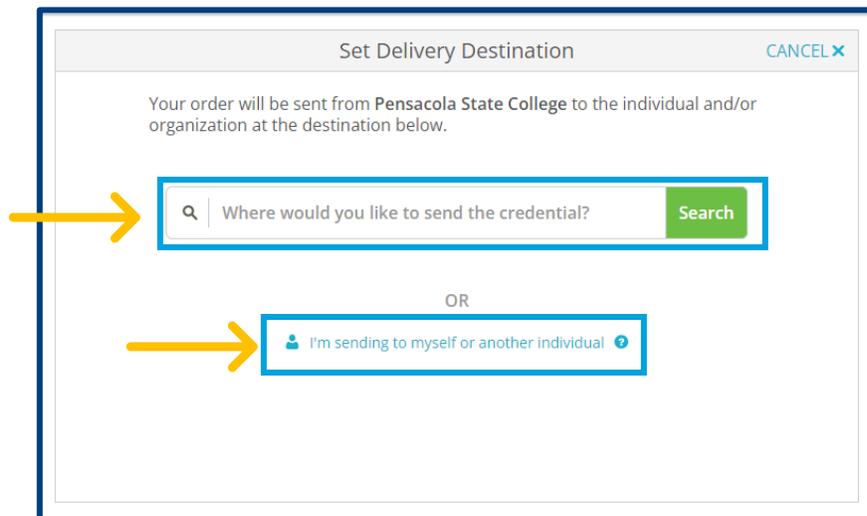
6. Choose the type of credential you would like to order:

- **Transcript for Electronic and Mail Delivery:** Including an inventory of courses taken and grades earned during an academic year delivered electronically or physically.
- **Transcript for Local Pick-Up:** Including an inventory of courses taken and grades earned during an academic year delivered that requires pick-up.
- **Replacement Diploma:** A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.



7. Set the Delivery Destination or where you would like your transcript sent. Use the search box to pull up institutions in the *Parchment* database or click the blue link *I'm sending to myself or another individual*.

- If you select an institution with a verified delivery destination, you will be directed to step 7 to confirm the order details.
- If you select an institution without a verified delivery destination, Parchment will request the details as shown in step 6.



8. Choose Electronic or Print & Mailed. Fill in the recipient information or confirm your information.

Set Delivery Destination CANCEL X

Your order will be sent from Pensacola State College to the individual and/or organization at the destination below. Select a delivery method for your order

→

Electronic
Delivered By Email

Print & Mailed
Printed On Paper & Mailed

RECIPIENT INFORMATION

* Pirate Graduate

* Pirate_Graduate @gmail.com

* Pirate_Graduate @gmail.com

Continue

[← Back to search](#)

9. Enter payment details.

10. Confirm the details by reviewing the mailing address or email address, delivery method, and fee(s). Choose a purpose from the dropdown menu and select when you want it sent, such as hold when degree or grades have been posted. Provide any attachments necessary, your signature, check the certification box and click **Continue**.

Notes: If requesting delivery via FedEx, there are additional fees. With processing time, FedEx delivery can take 1-3 days.

11. Verify your order Summary and click **Complete Order**. An Order Confirmation screen will appear, and you can place another order, continue to your account or log out. If you need to start over at any point in the process, click **CANCEL**.

[←BACK](#) Item Details [CANCEL X](#)



Transcript for Electronic and Mail Delivery
For: Pirate Graduate

FROM
 Pensacola State College
Pensacola, FL

TO
Pirate Graduate
Pirate_Graduate@gmail.com

Delivery Method: Electronic
Credential Fee: \$0.00
Item Total: \$0.00

* Purpose:

* When do you want this sent?:

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: Pirate Graduate

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

[CONTINUE](#)

* All items marked with a red asterisk are required to submit this form.

Notes: Pensacola State’s records department will then process your request. For students that attended before 1979, requests will take longer processing times to retrieve from microfiche or reel-to-reel.

Alumni Without Access to MyPSC

Visit our website for more information about requesting transcripts, diplomas, or digital badges/certificates:

<https://www.pensacolastate.edu/transcripts/>.

1. From the PSC [Parchment site](#), type in your email address. If you have used Parchment services before, input your password next. **Log in and skip to step 5**. If this is your first-time using Parchment, create your Learner Account with your Personal Information, Contact Information, and a password (as shown on the next page).

Learner Account



Pensacola State College
1000 College Blvd, Pensacola, FL, 32504-8998, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM PENSACOLA STATE COLLEGE

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, please contact Learner Support.

START HERE - ENTER YOUR EMAIL ADDRESS

Continue

* All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

New Learner Account



Pensacola State College

1000 College Blvd, Pensacola, FL, 32504-8998, US



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

ENTER YOUR PERSONAL INFORMATION

saquibfamily@yahoo.com

* 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		
<input checked="" type="checkbox"/> United States of America ▼		
* Address 1		
Address 2		
* City	* State/Province ▼	* Postal Code

CHOOSE A PASSWORD

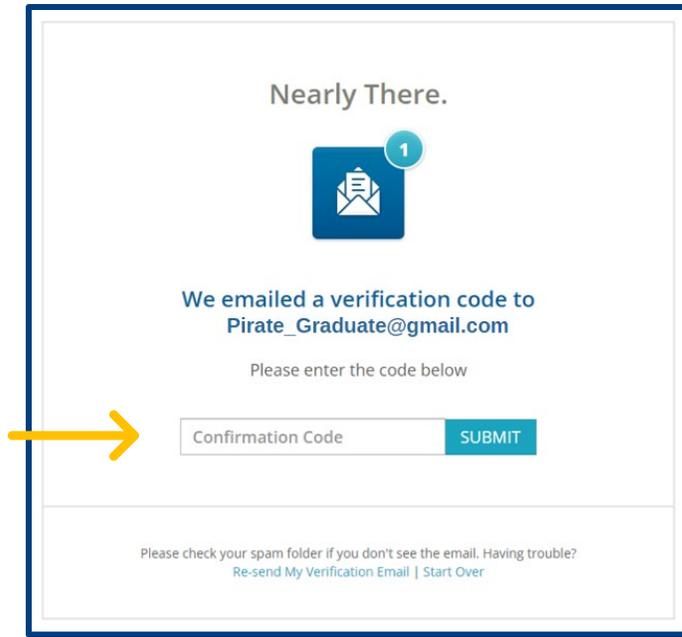
* Password	* Retype Password
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CREATE ACCOUNT & CONTINUE

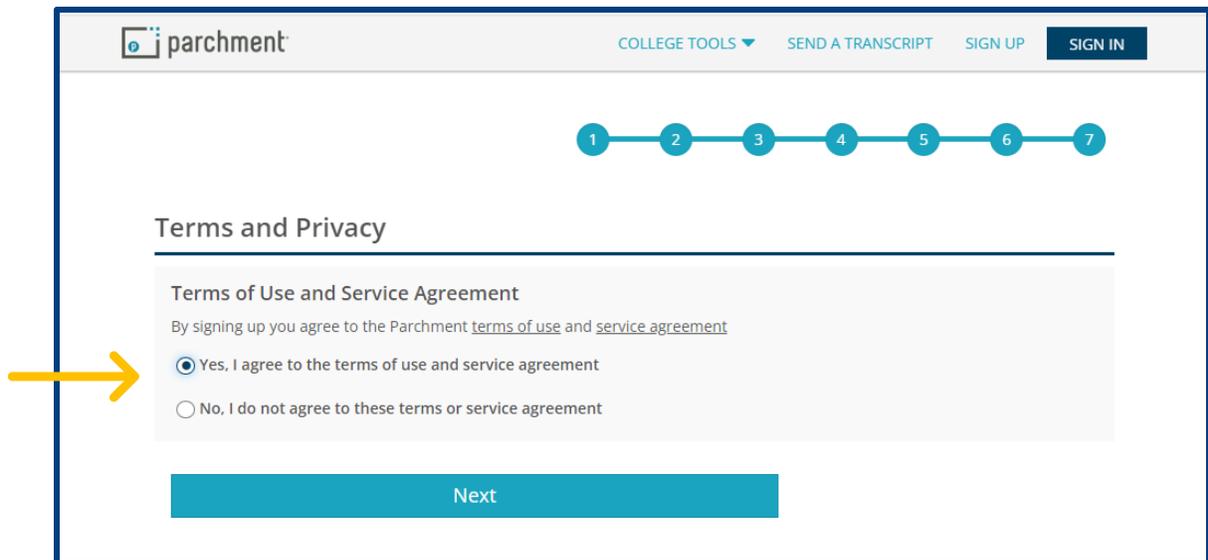
* All items marked with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

2. Parchment will verify your email address. Follow the instructions to complete the verification.



3. Agree to the Terms and Privacy to use Parchment services.



4. Verify and input your *Enrollment Information*.

Enrollment Information CANCEL X

NAME Pirate Graduate 
DOB FEB 13, 1981

Some additional information related to your enrollment is required below.



Pensacola State College
would like you to provide the following information:

- * Are you currently enrolled?
- * What was your first year of attendance?
- Your Student ID Number * Your last 4 SSN [Don't Have One?](#)
- * Please verify your name while attending
 - Pirate Graduate
 - Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

* All items marked with a red asterisk are required.

5. Select the credential(s) you want by clicking *Order*.

- **Transcript for Electronic and Mail Delivery:** Including an inventory of courses taken and grades earned during an academic year delivered electronically or physically.
- **Transcript for Local Pick-Up:** Including an inventory of courses taken and grades earned during an academic year delivered that requires pick-up.
- **Replacement Diploma:** A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.

The screenshot shows a user profile for a "Pirate Graduate" in Florida. The profile is linked to Pensacola State College. Below the school name, there is a section titled "Enrollment Info" with a gear icon. A message states: "You can now get your credentials! Here is what is waiting for you at this organization." Three options are presented in a grid:

- Order Your Transcript for Electronic and M...**: Includes a "TRANSCRIPT" icon with a plus sign and an "Order" button.
- Order Your Transcript for Local Pick-Up**: Includes a "TRANSCRIPT" icon with a plus sign and an "Order" button.
- Order Your Replacement Diploma**: Includes a "DIPLOMA" icon with a plus sign and an "Order" button.

At the bottom, there is a link: "Add Another School or Organization You Attended".

6. Set the Delivery Destination or where you would like your transcript sent. Use the search box to pull up institutions in the *Parchment* database or click the blue link *I'm sending to myself or another individual*.
- If you select an institution with a verified delivery destination, you will be directed to step 7 to confirm the order details.
 - If you select an institution without a verified delivery destination, Parchment will request the details as shown in step 8.

Set Delivery Destination CANCEL X

Your order will be sent from Pensacola State College to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

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

7. Choose Electronic or Print & Mailed. Fill in the recipient information or confirm your information. Click **Continue**.

Set Delivery Destination CANCEL X

Your order will be sent from Pensacola State College to the individual and/or organization at the destination below. Select a delivery method for your order

Electronic
Delivered By Email

Print & Mailed
Printed On Paper & Mailed

RECIPIENT INFORMATION

* Pirate Graduate

* Pirate_Graduate@gmail.com

* Pirate_Graduate@gmail.com

Continue

[Back to search](#)

8. Confirm the pickup details for *Local Pickup*. Click **Continue**.

Set Delivery Destination CANCEL X

Your order will be sent from **Pensacola State College** to the individual and/or organization at the destination below. Select a delivery method for your order



Local Pickup
In-Person Pickup

LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. **Pickup times and days may vary**, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

I will be picking this order up myself
 I would like to allow another person to pick this order up on my behalf

* 8504841800

PICKUP DETAILS

* Select

Pensacola State College

* Please confirm the following to continue with this option.

I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

Continue

9. Enter payment details.
10. Confirm the details by reviewing the mailing address or email address, delivery method, and fee(s). Choose a purpose from the dropdown menu and select when you want it sent. Provide any attachments necessary, your signature, check the certification box and click **Continue**.

Note: If requesting delivery via FedEx, there are additional fees. With processing time, FedEx delivery can take 1-3 days.

The screenshot shows a mobile application interface for requesting a transcript. At the top, there are navigation options: a back arrow, the title 'Item Details', and a 'CANCEL X' button. The main content area is titled 'Transcript for Electronic and Mail Delivery' and is for a 'Pirate Graduate'. A transcript icon labeled 'TRANSCRIPT' with the number '3.2' is shown. The 'FROM' information is 'PSC Pensacola State College, Pensacola, FL'. The 'TO' information is 'Pirate Graduate, Pirate_Graduate@gmail.com'. The 'Delivery Method' is 'Electronic', and the 'Credential Fee' is '\$0.00'. The 'Item Total' is '\$0.00'. There are two dropdown menus: 'Purpose' set to 'Employment' and 'When do you want this sent?' set to 'Send Now'. Below these is an 'Add An Attachment' button. A section for signature consent follows, with a 'Clear & Sign Again' button and a signature image. Below the signature, it says 'Full name as signed above: Pirate Graduate'. There is a checkbox for certification, which is currently unchecked. At the bottom, there is a 'CONTINUE' button and a note: '* All items marked with a red asterisk are required to submit this form.'

11. Verify your order Summary and click **Complete Order**. An Order Confirmation screen will appear, and you can place another order, continue to your account or log out. If you need to start over at any point in the process, click **CANCEL**.

Notes: Pensacola State's records department will then process your request. For students that attended before 1979, requests will take longer processing times to retrieve from microfiche or reel-to-reel.