

Setting up Parchment

****Start on the BNL homepage****

<http://bnlhs.nlcs.k12.in.us/>

Click the following tabs in order

Counseling > Order My Transcript

To set up a New User Parchment account

1. Click New Learner Account
2. Select "I do not have a registration code"
3. Enter full legal name, as it is listed in PowerSchool
4. DO NOT check box "I am a parent/legal guardian"
5. Enter information for "DOB" and "Gender"
6. Enter high school "**Start Year**" which, for most seniors is **2015**
7. For "**Last Year Attended**" enter your expected year of graduation.
For most of you that is **2019**
8. In "Highest Level of Education" for seniors, select **12th grade**
9. Enter a valid email address. **DO NOT USE YOUR BNL EMAIL ADDRESS!** Choose some other email address that you can easily and regularly check, even beyond your years at BNL. Set up a new Parchment password, and **write it down!**

*** To complete setup for a Parchment account, you will need a *verification code* sent to the email address you provided.

*** There is a question about waiving your right to access information. Read through that section before deciding how to answer.

*** Ordering high school transcripts is free for current students. Simply select a destination in the search box, then choose "Order." We will send your transcript electronically from here to there.

*** **ONLY SEND** your high school transcript to a college or university **AFTER YOU HAVE completed and SUBMITTED YOUR APPLICATION FOR ADMISSION** to that school. If you send your transcript before you apply to the college, the transcript just sits there in emptiness. The college has no one to attach it to. This will eventually prompt multiple emails from that school requesting your transcript, which has already been sent.