YES User Guide

Transcript Request

Students with an active YES account can request transcripts online. We recommend that students verify the accuracy of their academic record via the AAI application in YES prior to ordering a transcript.

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Accessing the Transcript Request Application

1. Log in to YES at yes.vanderbilt.edu.

2. On the student landing page, click Transcript Request.
Creating a Profile in the Parchment System

YES will automatically route you to the Parchment system for ordering a transcript. Before you can order a transcript, you must set up a user profile.

1. Review the Terms of Use and Service agreement and click next.

2. Enter your email address and select continue.
3. Enter your personal information and select create account and continue.

4. Fill out your enrollment information and select continue.
Sending a Transcript to an Organization

YES will automatically route you to the Parchment system to order a transcript.

1. To start a transcript request, select order.

2. Search for the organization in the text box.
**Note:** If the organization does not populate, you may enter your own by selecting the blue button below.

3. Depending upon the organization, different text boxes may appear. For example, the LSAC requires an application number. Fill out each box and select the correct transcript type from the drop down. Use the “Add An Attachment” button to include additional documentation.
Transcript Type

Vanderbilt has three different transcript templates—one for students who attended Vanderbilt University Law School; one for students who attended the Vanderbilt University School of Medicine in the Medical Doctor program; and one for students in all other schools/programs. Please select your transcript type based on the school/program you attended at Vanderbilt.

4. Enter your signature in the signature box, check mark the authorization below, and select continue.
5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

6. Once the order has been placed, you will be taken to the Order Confirmation screen.
7. Parchment will send an email once the transcript has been viewed.

![Email screenshot]

**Sending a Transcript to an Individual**

YES will automatically route you to the Parchment system to order a transcript.

1. Click on *I'm sending to myself or another individual* and select the correct option from the drop down.
2. Choose the delivery method and fill out the fields below.

3. Select an item from the Purpose drop down menu and Transcript Type (see Transcript Type section, above) drop-down menu. Use the “Add An Attachment” button to include additional documentation.
4. Enter your signature in the signature box, check mark the authorization below, and select continue.

5. Your order summary will appear. You must select COMPLETE ORDER to process the request.
6. Once the order has been placed, you will be taken to the Order Confirmation screen.

7. Parchment will send an email once the transcript has been viewed.
**Checking Order Status**

1. From the order confirmation screen, select My Orders.

2. From the dashboard, select the Orders header to view order history.
Parchment Support

If you need assistance with your official transcript order, the best first step is to log into your Parchment account, then visit the Parchment Help Center. There, you can find answers to frequently asked questions, articles to support your needs, submit a web case for support or contact a Learner Support Representative for assistance. The Support Team is available Monday-Friday, 8 a.m. – 8 p.m. Eastern Time.

Unofficial Transcripts

Students can print an unofficial copy of their transcript in their Academic Record in the YES suite of applications.

1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. On the student landing page, click Academic Record.
3. Select Unofficial Transcript in the top right corner.
4. The unofficial transcript will open in a new window.

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