

YES User Guide: Transcript Request

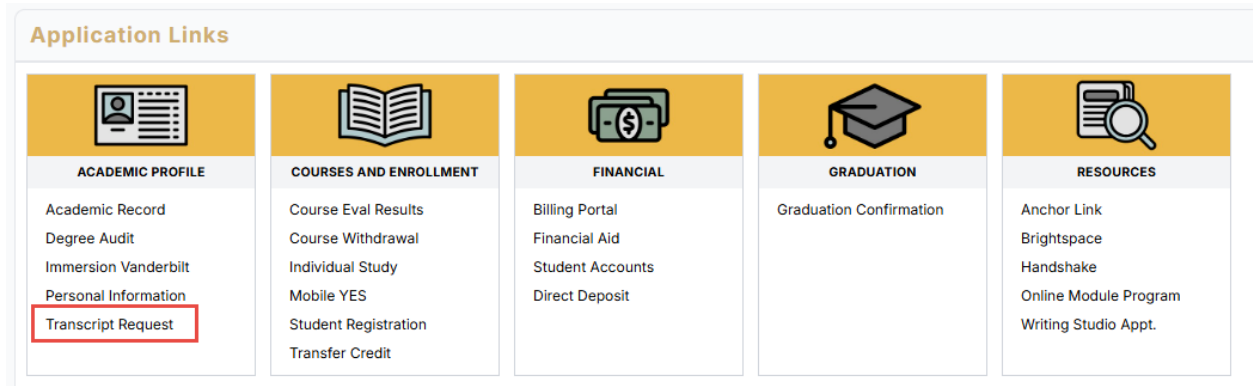
Students with an active YES account can request transcripts online. We recommend that students verify the accuracy of their academic record via the Academic Record application in YES prior to ordering a transcript.

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Accessing the Transcript Request Application

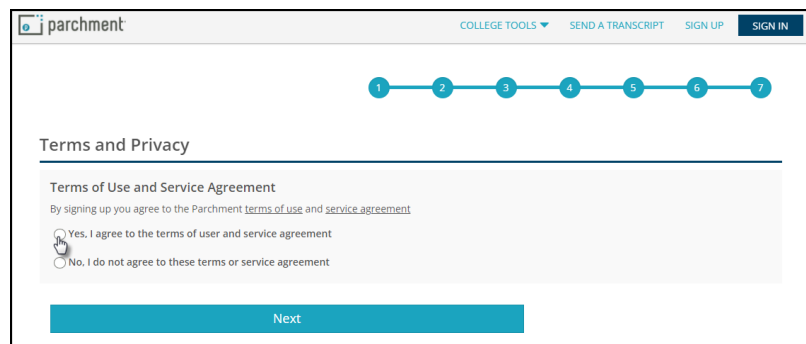
1. Log in to [YES](https://yes.vanderbilt.edu) at yes.vanderbilt.edu.
2. On the student landing page, click **Transcript Request**.



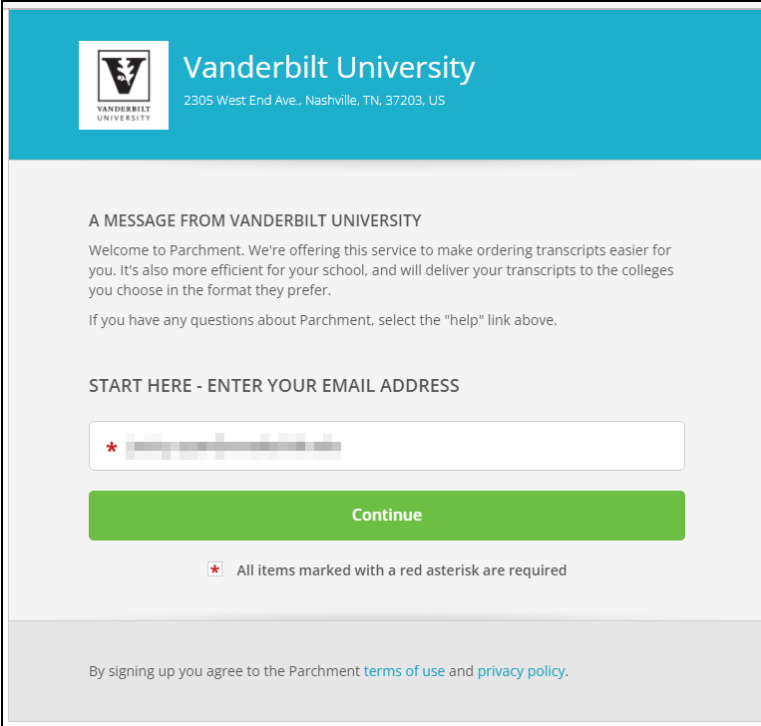
Creating a Profile in the Parchment System

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.

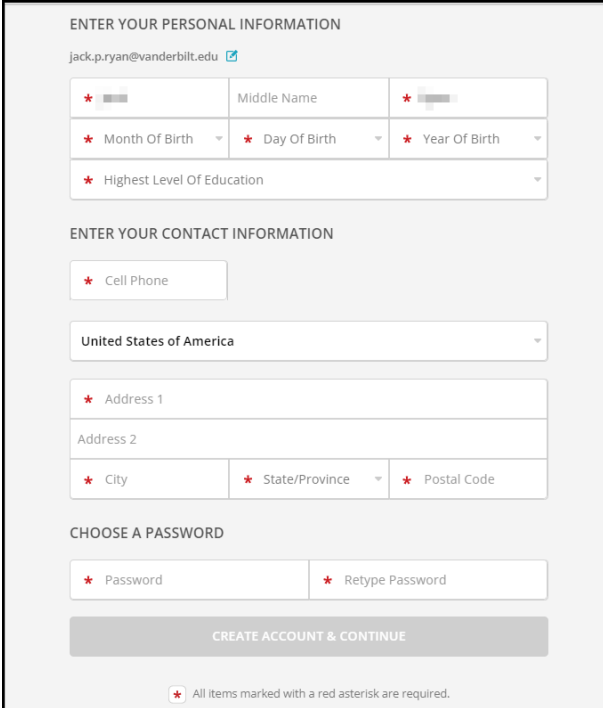


2. Enter your email address and select continue.



The screenshot shows the Vanderbilt University Parchment registration page. At the top is a blue header with the Vanderbilt University logo and name, along with the address: 2305 West End Ave., Nashville, TN, 37203, US. Below the header, a message from Vanderbilt University welcomes users to Parchment and explains the service. A section titled "START HERE - ENTER YOUR EMAIL ADDRESS" contains a text input field with a red asterisk, a green "Continue" button, and a note that all items marked with a red asterisk are required. At the bottom, a footer states that by signing up, users agree to the Parchment terms of use and privacy policy.

3. Enter your personal information and select create account and continue.





The screenshot shows the "ENTER YOUR PERSONAL INFORMATION" section of the Vanderbilt University Parchment registration page. It includes a text input field for the email address (jack.p.ryan@vanderbilt.edu) with a blue checkmark icon. Below this are several input fields for personal information, each marked with a red asterisk: First Name, Middle Name, Month Of Birth, Day Of Birth, Year Of Birth, and Highest Level Of Education. A section titled "ENTER YOUR CONTACT INFORMATION" contains input fields for Cell Phone, United States of America (a dropdown menu), Address 1, Address 2, City, State/Province (a dropdown menu), and Postal Code. A section titled "CHOOSE A PASSWORD" contains input fields for Password and Retype Password. A green "CREATE ACCOUNT & CONTINUE" button is at the bottom. A note at the bottom states that all items marked with a red asterisk are required.


4. Fill out your enrollment information and select continue.

Enrollment Information

CANCEL X

NAME 
DOB 

Some additional information related to your enrollment is required below.



Vanderbilt University
would like you to provide the following information:

★ Are you currently enrolled?


Yes, currently attending

★ What was your first year of attendance?

★ Expected Graduation/Leave Year

Your Student ID Number

★ Your last 4 SSN [Don't Have One?](#)

★ Please verify your name while attending
☐ 
☐ Other name variation or maiden name

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

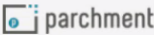
CONTINUE

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.

parchment.com/u/order


DASHBOARDORDERSPROFILE

Available Credentials

CANCEL X



The following credentials are available from **Vanderbilt University**. Start your order by selecting a credential listed below (you can add more later)



Transcript

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



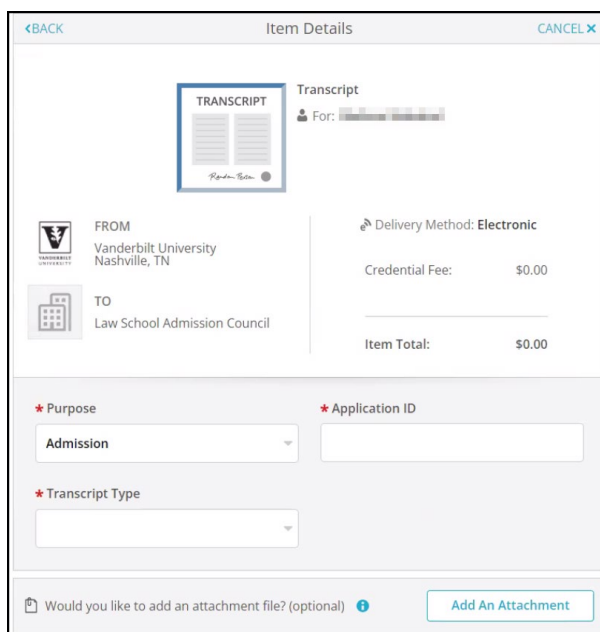
2. Search for the organization in the text box.

The screenshot shows the 'Set Delivery Destination' page on the parchment.com website. The page has a header with the parchment logo and navigation links for DASHBOARD, ORDERS, and PROFILE. The main content area is titled 'Set Delivery Destination' and includes a 'BACK' link and a 'CANCEL' button. Below the title, a message states: 'Your order will be sent from Vanderbilt University to the individual and/or organization at the destination below.' A search input field with a magnifying glass icon and the placeholder text 'Where would you like to send the credential?' is highlighted with a green arrow. To the right of the input field is a green 'Search' button. Below the input field, the word 'OR' is displayed, followed by a blue button with a person icon and the text 'I'm sending to myself or another individual'.

Note: If the organization does not populate, you may enter your own by selecting the blue button below.

The screenshot shows the 'Set Delivery Destination' page on the parchment.com website, displaying search results for 'AMCAS'. The page has a header with the parchment logo and navigation links for DASHBOARD, ORDERS, and PROFILE. The main content area is titled 'Set Delivery Destination' and includes a 'CANCEL' button. Below the title, a message states: 'Your order will be sent from Vanderbilt University to the individual and/or organization at the destination below.' A search input field with a magnifying glass icon and the placeholder text 'Where would you like to send the credential?' is shown with 'AMCAS' entered. To the right of the input field is a green 'Search' button. Below the input field, the word 'OR' is displayed, followed by a blue button with a person icon and the text 'I'm sending to myself or another individual'. Below this, a list of search results is displayed. The first result is 'AMCAS Washington, DC, US' with a blue arrow pointing to the right. To the right of this result, the following information is displayed: 'TYPE: College / University', 'ADDRESS: PO Box 57326 Washington, DC 20037-0326 US'. Below the first result, two other results are listed: 'Marinello Beauty College Stockton, CA, US' and 'Northwest College -Tualatin Tualatin, OR, US'. Below these results, a blue button with a gear icon and the text 'See All Results' is shown. Below this button, the text 'Not finding what you're looking for?' is displayed, followed by a blue button with the text 'Enter Your Own'.

- Depending upon the organization, different text boxes may appear. For example, AMCAS requires an AAMC ID and a Transcript ID. 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, if necessary.

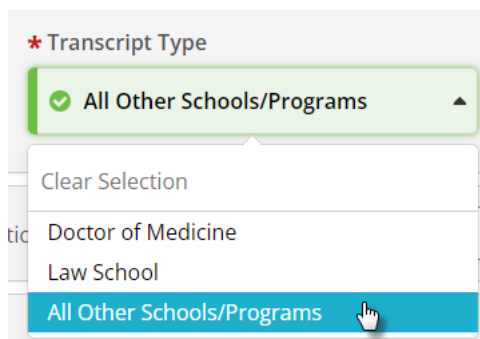


The screenshot shows a web form titled "Item Details" with a "<BACK" button and a "CANCEL X" button. The form is for a "Transcript" request. It includes a "For:" field with a person icon. Below this, it shows the transcript is "FROM" Vanderbilt University, Nashville, TN, and "TO" the Law School Admission Council. The "Delivery Method" is "Electronic". The "Credential Fee" is "\$0.00" and the "Item Total" is "\$0.00". There are two required fields: "Purpose" (a dropdown menu with "Admission" selected) and "Application ID" (a text input field). Below these is a "Transcript Type" dropdown menu. At the bottom, there is a checkbox labeled "Would you like to add an attachment file? (optional)" and a blue button labeled "Add An Attachment".

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.

Please Note: If you completed multiple careers at Vanderbilt that included either Law School or the Medical Doctor program, you will need to order separate transcripts for each career.



This is a close-up of the "Transcript Type" dropdown menu. The menu is open, showing three options: "All Other Schools/Programs" (which is highlighted in green and has a checkmark), "Doctor of Medicine", and "Law School". Below these options is a "Clear Selection" button. At the bottom of the menu, there is a blue button with the text "All Other Schools/Programs" and a hand cursor icon pointing to it.



4. Enter your signature in the signature box, check mark the authorization below, and select continue.

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

Sign here with mouse or finger [Clear Signature](#)

x _____

Type full name as signed above

☒ John ☐ Adam ☐ Smith

* ☒ 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.

5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

[←BACK](#) Order Summary [CANCEL X](#)

i Your order has not been placed yet. Please review and complete the order below
Here's your order summary

[Collapse All](#)

FOR		1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO				
Add another item for				

Total Credential Fees \$0.00

Order Total \$0.00

COMPLETE ORDER



6. Once the order has been placed, you will be taken to the Order Confirmation screen.

Order Confirmation

Print Receipt

Thank you for your order [redacted] Your order has been placed.

Collapse All

FOR	[redacted]	1	\$0.00	^
ITEM	Transcript			
FROM	Vanderbilt University			
TO	[redacted]			
DID	TW018LKJ			

Order Date: JAN 14, 2022
Placed By: [redacted]

Total Credential Fees
\$0.00

Order Total
\$0.00

What happens next?

Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

Place Another Order

Continue To Your Account

7. Parchment will send an email once the transcript has been viewed.

From: Parchment <noreply@parchment.com>
Sent: Friday, January 14, 2022 3:50 PM
To: [redacted]
Subject: Credential has been previewed

Your Document Has Been Received

Dear [redacted],

We are pleased to let you know that your requested document (TW018LKJ) from **Vanderbilt University** has been received and viewed by [redacted] on 01/14/2022 09:49 PM UTC.

For full details about this order, including the email address that it was sent to, [sign in to your Parchment account](#).

Thank you for using Parchment!



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.

<BACK Set Delivery Destination CANCEL X

Your order will be sent from Vanderbilt University to the individual and/or organization at the destination below.

Law School Admission Council Select

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual

I am sending this order to myself

I am sending this order to another individual



2. Choose the delivery method and fill out the fields below.

<BACK Set Delivery Destination CANCEL X

Your order will be sent from Vanderbilt University 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

Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

✓ John Adam Smith

✓ john.smith@vanderbilt.edu

✓ john.smith@vanderbilt.edu

Continue

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.

<BACK Item Details CANCEL X

Transcript

For: [Redacted]

FROM
Vanderbilt University
Nashville, TN

TO
[Redacted]

Delivery Method: **Electronic**

Credential Fee: \$0.00

Item Total: \$0.00

* Purpose: Admission

* Transcript Type: [Empty]

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



4. Enter your signature in the signature box, check mark the authorization below, and select continue.

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

Sign here with mouse or finger [Clear Signature](#)

X _____

Type full name as signed above

☒ John | Adam | Smith

☒ 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.

5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

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

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

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

FOR		1	\$0.00	^
ITEM	Transcript	e	\$0.00	
FROM	Vanderbilt University			
TO				
Add another item for				

Total Credential Fees \$0.00

Order Total \$0.00

[COMPLETE ORDER](#)



6. Once the order has been placed, you will be taken to the Order Confirmation screen.

Order Confirmation

Print Receipt

Thank you for your order [redacted] Your order has been placed.

Collapse All

FOR	[redacted]	1	\$0.00	^
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ITEM	Transcript	e i	\$0.00
FROM	Vanderbilt University		
TO	[redacted]		
DID	TW018LKJ		

Order Date: JAN 14, 2022
Placed By: [redacted]

Total Credential Fees \$0.00
Order Total \$0.00

What happens next?

☒ Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

Place Another Order

Continue To Your Account

7. Parchment will send an email once the transcript has been viewed.

From: Parchment <noreply@parchment.com>
Sent: Friday, January 14, 2022 3:50 PM
To: [redacted]
Subject: Credential has been previewed

Your Document Has Been Received

Dear [redacted],

We are pleased to let you know that your requested document (TW018LKJ) from **Vanderbilt University** has been received and viewed by [redacted] on 01/14/2022 09:49 PM UTC.

For full details about this order, including the email address that it was sent to, [sign in to your Parchment account](#).

Thank you for using Parchment!



Checking Order Status

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

Order Confirmation [Print Receipt](#)

Thank you for your order [redacted] Your order has been placed.

[Collapse All](#)

FOR		
ITEM	Transcript	\$0.00
FROM	Vanderbilt University	
TO	[redacted]	
DID	TW018LKJ	

Order Date: JAN 14, 2022
Placed By: [redacted]

Total Credential Fees \$0.00
Order Total \$0.00

What happens next?

- Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

[Place Another Order](#) [Continue To Your Account](#)

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

parchment DASHBOARD **ORDERS** PROFILE

Order History

Need to place a new order
Create new orders from the credential tiles on [your dashboard](#). [Create New Order](#)

Track Orders

Document ID	Status	Recipient	Price	Track
TW018LKJ	Order submitted to Vanderbilt University	Melissa Mukahal	\$0.00	

Where's my transcript?
Order submitted to Vanderbilt University

Your transcript was ordered on January 14, 2022. Vanderbilt University needs to review and approve it before it can be sent.

Document Type: Transcript
Delivery Type: Electronic

Recipient: [redacted]

TW0YXZ40	Download confirmed	Vanderbilt University Registrar	\$0.00	
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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**.

Application Links

ACADEMIC PROFILE	COURSES AND ENROLLMENT	FINANCIAL	GRADUATION	RESOURCES
Academic Record Degree Audit Immersion Vanderbilt Personal Information Transcript Request	Course Eval Results Course Withdrawal Individual Study Mobile YES Student Registration Transfer Credit	Billing Portal Financial Aid Student Accounts Direct Deposit	Graduation Confirmation	Anchor Link Brightspace Handshake Online Module Program Writing Studio Appt.

3. Select Unofficial Transcript in the top right corner.

Academic Record

Academic Record | Immersion Vanderbilt | External

Undergraduate

2021 Fall - 2024 Fall

Adviser(s): Kimberley McKinson (Anthropology), Lawrence W. Stacey

GPA: 3.698 | Earned Hours: 100.00 | Quality Points: 288.50 | Quality Hours: 78.00

Bachelor of Arts

Expected Grad Term: 2025 Spring

School: College of Arts and Science

Major(s): Anthropology, Sociology

Classification: Senior

Expand All Terms

Unofficial Transcript



4. The unofficial transcript will open in a new window.

Page 1 of 2

UNOFFICIAL DOCUMENT ISSUED TO STUDENT – NOT OFFICIAL

Name : [REDACTED]
Student # : [REDACTED]
Birth Date : [REDACTED]

Academic Program(s)
Engineering Schl Undergraduate
Biomedical Engineering Major

			2019 Spring
CHEM	1602	General Chemistry	3.00
CHEM	1602L	General Chemistry Lab	1.00
CS	1103	Intro Prog for Eng & Sci	3.00
MATH	1301	Accel Single-Var Calc II	4.00
PHYS	1601	General Physics I	3.00
PHYS	1601L	General Physics Lab I	1.00

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.