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.

Contents

Accessing the Transcript Request Application ........................................................................................................... 1
Creating a Profile in the Parchment System .................................................................................................................. 1
Sending a Transcript to an Individual .......................................................................................................................... 4
  Transcript Type ......................................................................................................................................................... 7
Sending a Transcript to an Organization ....................................................................................................................... 9
Checking Order Status .................................................................................................................................................. 13
Parchment Support ..................................................................................................................................................... 13

Accessing the Transcript Request Application

https://www.parchment.com/u/registration/32957/institution

Creating a Profile in the Parchment System

Before you can order a transcript, you must set up a user profile.

  1. Select ordering your own credentials or academic records.
2. Enter your email address and select continue.

3. Retrieve the code from your confirmation email. Enter in the text box and select submit.
4. Enter your personal and contact information.

5. Select No, not currently attending from the Are you currently enrolled drop down and fill out the required fields.
Note: If you attended under a different name than the name showing, enter it in the box below.

6. Select continue to finish setting up your Parchment account.

Sending a Transcript to an Individual

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.

Electronic Delivery

Paper Copy by Mail or FedEx

Need this delivery expedited?

- Add rush delivery via FedEx

Additional fees will be applied
3. Select an item from the Purpose drop down menu and Transcript Type drop down menu. 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.

Sending a Transcript to an Organization

If you have already created a Parchment account, log in here: https://www.parchment.com/u/auth/login.

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 will appear. For example, the LSAC requires an application number. Fill out each box and select the correct transcript type (see Transcript Type, above) from the 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.