



## 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.*

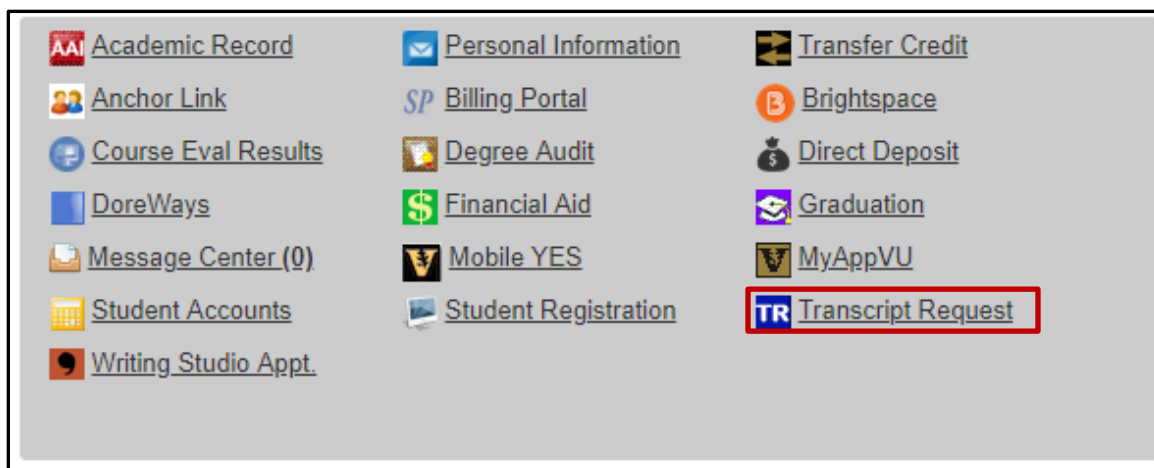
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## Accessing the Transcript Request Application

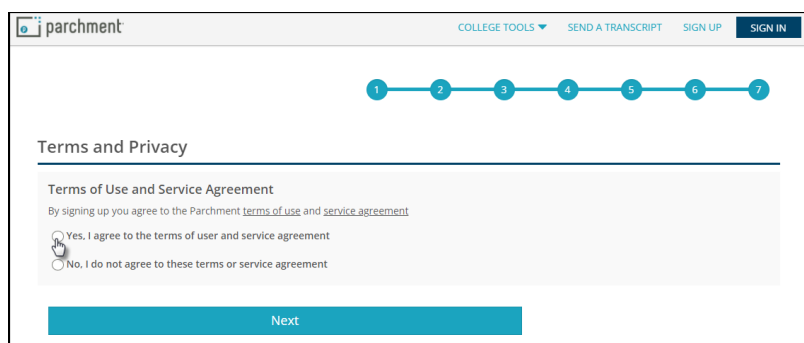
1. Log in to [YES](https://yes.vanderbilt.edu) at [yes.vanderbilt.edu](https://yes.vanderbilt.edu).
2. On the student landing page, click **Transcript Request**.



## 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.





**Vanderbilt University**  
2305 West End Ave., Nashville, TN, 37203, US

**A MESSAGE FROM VANDERBILT UNIVERSITY**

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, select the "help" link above.

**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](#).

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

**ENTER YOUR PERSONAL INFORMATION**

jack.p.ryan@vanderbilt.edu 

* <input type="text"/>	Middle Name	* <input type="text"/>
* Month Of Birth <input type="text"/>	* Day Of Birth <input type="text"/>	* Year Of Birth <input type="text"/>
* Highest Level Of Education <input type="text"/>		

**ENTER YOUR CONTACT INFORMATION**

\* Cell Phone

United States of America

\* Address 1

Address 2

* City <input type="text"/>	* State/Province <input type="text"/>	* Postal Code <input type="text"/>
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**CHOOSE A PASSWORD**

* Password <input type="text"/>	* Retype Password <input type="text"/>
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**CREATE ACCOUNT & CONTINUE**

\* All items marked with a red asterisk are required.



4. Fill out your enrollment information and select continue.

The screenshot shows a web form titled "Enrollment Information" with a "CANCEL X" link in the top right. The form contains several fields: "NAME" and "DOB" (with a checkmark icon), a note "Some additional information related to your enrollment is required below.", the Vanderbilt University logo and name, and a request for information. The first question is "Are you currently enrolled?" with a dropdown menu showing "Yes, currently attending". Below this are two input fields: "What was your first year of attendance?" and "Expected Graduation/Leave Year". Further down are "Your Student ID Number" and "Your last 4 SSN" (with a "Don't Have One?" link). A section for name verification has two radio buttons: "Please verify your name while attending" (selected) and "Other name variation or maiden name". At the bottom, there is a checkbox for "Finish creating my Parchment account without placing an order right now." and a "CONTINUE" button.

## 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.

The screenshot shows a web browser window at "parchment.com/u/order". The page header includes the Parchment logo and navigation links for "DASHBOARD", "ORDERS", and "PROFILE". The main content area is titled "Available Credentials" with a "CANCEL X" link. It features the Vanderbilt University logo and text: "The following credentials are available from Vanderbilt University. Start your order by selecting a credential listed below (you can add more later)". Below this, there is a "TRANSCRIPT" card with a document icon, the title "Transcript", and a description: "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." To the right of the description is a green "Order" button.



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, 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.



Item Details

Transcript

For: [Redacted]

FROM  
Vanderbilt University  
Nashville, TN

TO  
Law School Admission Council

Delivery Method: **Electronic**

Credential Fee: \$0.00

Item Total: \$0.00

\* Purpose: Admission

\* Application ID: [Empty]

\* Transcript Type: [Empty]

Would you like to add an attachment file? (optional) [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.

\* Transcript Type

✓ All Other Schools/Programs

Clear Selection

Doctor of Medicine

Law School

All Other Schools/Programs

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.

Order Summary CANCEL X

**!** Your order has not been placed yet. Please review and complete the order below  
Here's your order summary Collapse All

FOR [redacted] 1 \$0.00 ^

ITEM	Transcript	e <i>!</i> <i>!</i> <i>!</i>	\$0.00 <i>!</i>
FROM	Vanderbilt University		
TO	[redacted]		

[Add another item for \[redacted\]](#)

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	TW0I8LKJ			

Order Date: IAN 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 (TW0I8LKJ) 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.

Set Delivery Destination

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.

The screenshot shows a mobile application interface titled "Set Delivery Destination". At the top, there are navigation options: "<BACK" on the left and "CANCEL X" on the right. Below the title, a message states: "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". Three delivery options are presented as circular icons with text below them: "Electronic" (Delivered By Email), "Print & Mailed" (Printed On Paper & Mailed), and "Local Pickup" (In-Person Pickup). Below these options is a section titled "RECIPIENT INFORMATION" containing three input fields, each with a green checkmark on the left. The first field contains "John Adam Smith", the second contains "john.smith@vanderbilt.edu", and the third contains "john.smith@vanderbilt.edu". At the bottom of the form is a large green button labeled "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.

The screenshot shows a mobile application interface titled "Item Details". At the top, there are navigation options: "<BACK" on the left and "CANCEL X" on the right. The main content area features a "Transcript" icon and the text "Transcript For: [redacted]". Below this, the "FROM" information is listed as "Vanderbilt University, Nashville, TN". The "TO" field is also redacted. To the right, the "Delivery Method" is set to "Electronic", with a "Credential Fee" of "\$0.00" and an "Item Total" of "\$0.00". At the bottom, there are two dropdown menus: "\* Purpose" (set to "Admission") and "\* Transcript Type". Below these is a question: "Would you like to add an attachment file? (optional)" with an information icon and a blue "Add An Attachment" button.



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

<input checked="" type="checkbox"/> John	Adam	Smith
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\*  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](#) [CANCEL X](#)

**Order Summary**

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

[Collapse All](#)

FOR	[redacted]	<b>1</b>	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO	[redacted]			

[+ Add another item for \[redacted\]](#)

---

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]	<b>1</b>	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO	[redacted]			
DID	TW018LKJ			

---

Order Date: JAN 14, 2022 Total Credential Fees \$0.00

Placed By: [redacted] **Order Total \$0.00**

**What happens next?**

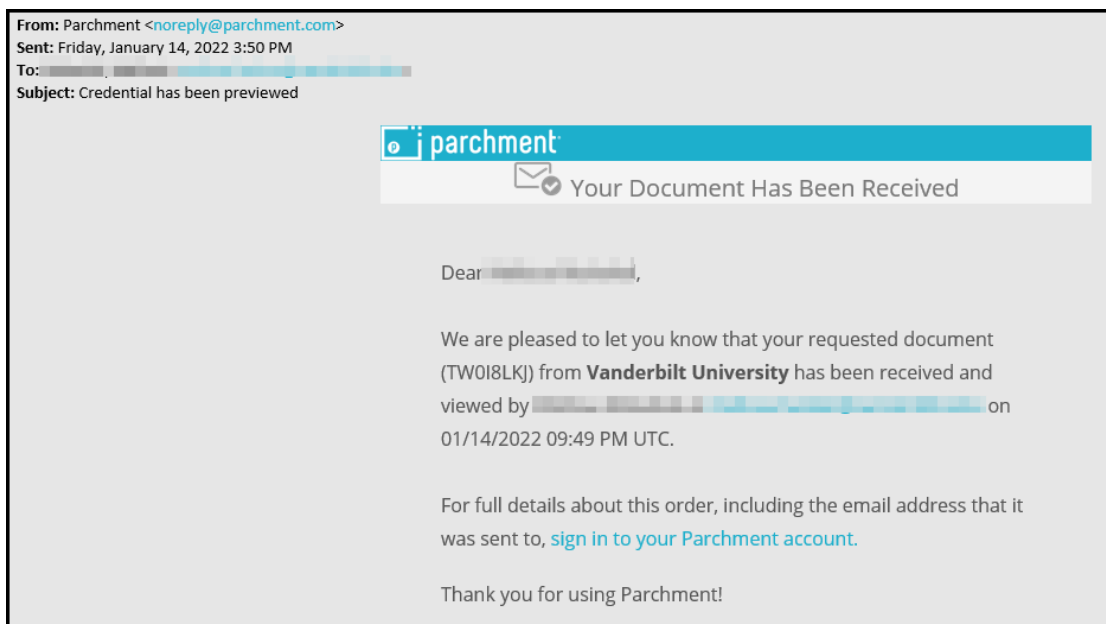
- Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in [MY ORDERS](#).

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

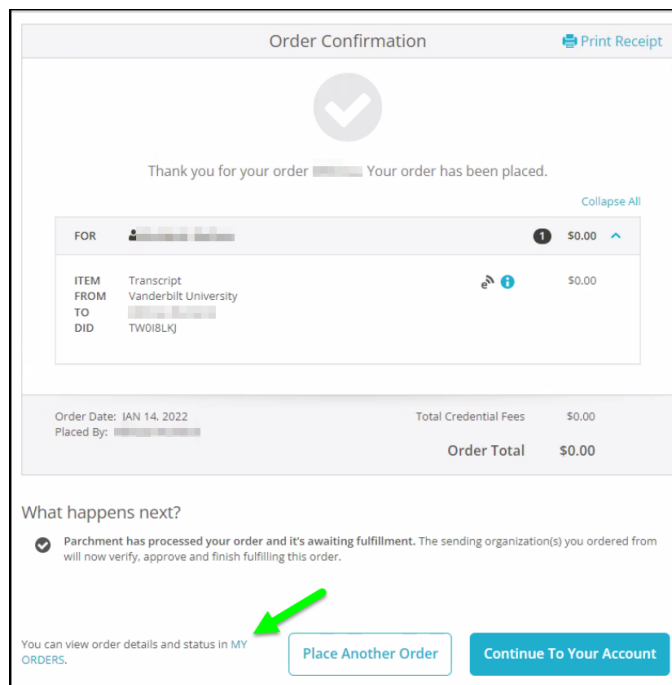


7. Parchment will send an email once the transcript has been viewed.



## Checking Order Status

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



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



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	▼
<p>Where's my transcript?</p> <p>Order submitted to Vanderbilt University</p> <p>Your transcript was ordered on January 14, 2022. Vanderbilt University needs to review and approve it before it can be sent.</p> <p>Vanderbilt University &gt; Parchment &gt; Recipient</p> <p>Document Type: Transcript Delivery Type: Electronic</p> <p>Recipient: [Redacted]</p>				
TW0YXZ40	Download confirmed	Vanderbilt University Registrar	\$0.00	▶

## 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](https://yes.vanderbilt.edu).
2. On the student landing page, click **Academic Record**.



<b>AA</b> Academic Record	Personal Information	Transfer Credit
Anchor Link	Billing Portal	Brightspace
Course Eval Results	Symptom Assessment	Degree Audit
Direct Deposit	DoreWays	Financial Aid
Graduation	Immersion Vanderbilt	Message Center (12)
Mobile YES	Student Accounts	Student Registration
Transcript Request	Writing Studio Appt.	Online Module Program

3. Select Unofficial Transcript in the top right corner.



Academic Record External

Undergraduate 2018 FALL - 2021 FALL Unofficial Transcript

*Bachelor of Engineering*

School: School of Engineering  
 Major(s): Biomedical Engineering  
 Expected Term: 2022 Spring  
 Classification: Senior  
 Adviser(s): Frederick R Haselton(Biomedical Engineering)

GPA: 2.566      Earned Hours: 118.0      Quality Points: 228.4      Quality Hours: 89.0

Filter Terms

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

Page 1 of 2

**UNOFFICIAL DOCUMENT ISSUED TO STUDENT – NOT OFFICIAL**

Name :   
 Student # :   
 Birth Date :

Academic Program(s)

Engineering SchI 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](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.