

Creating a New Account in Parchment

If a student has not been enrolled for 2 semesters **AND** has created a Parchment account related to their UB email address, an account related to a current email address, will need to be created.

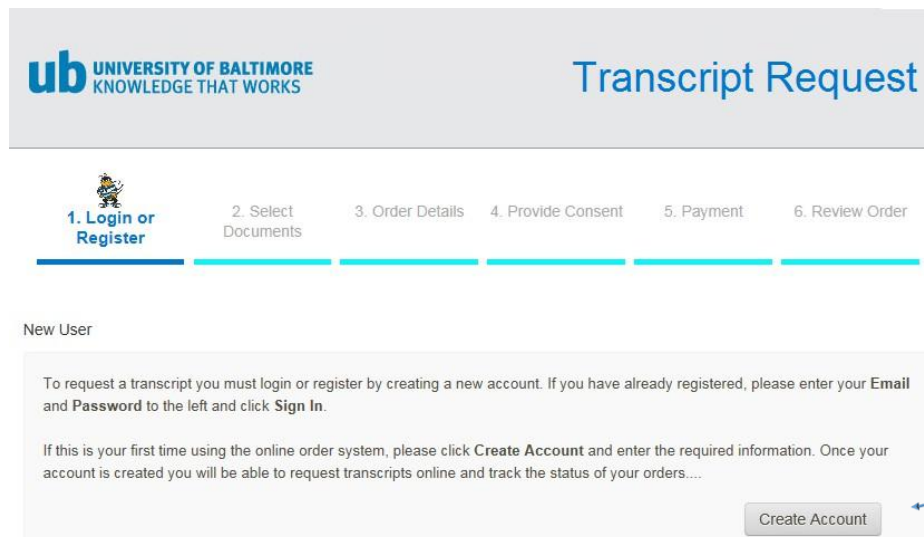
Instructions:

1. Select: [Transcript Order page](#)
2. Select: Parchment Exchange

Students Without MyUB Access

Create an account through [Parchment Exchange](#), where you'll be guided through the transcript request process. Be sure to save your login information for future requests.

3. Select: Create Account



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KNOWLEDGE THAT WORKS

Transcript Request

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders....

Create Account

4. Fill in ALL fields to create a new account.

Address Details

First Name:	
Middle Name:	
Last Name:	
Street Address:	
Address Line 2:	
City:	
State/Province:	Please select ...
Post/Zip Code:	
Country:	United States
Telephone:	

Authentication Details

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You will receive the message that a prior account was set up through your schools website.

5. Input the prior email address (usually the old Ubalt email address)

Select "YES" (Deactivate old account and create new one).

Type in security check

Click: De-Activate Old/Create New Account

The screenshot displays the Parchment registration process. At the top, a progress bar shows six steps: 1. Login or Register (active), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the progress bar, a red warning message states: "The Student ID provided belongs to an account created by signing in through your school." Below this, a red "IMPORTANT:" section explains that an account with these credentials was previously set up by signing in through the school's website, and users should de-activate their old account to create a new one. The form then asks to verify the old account's email address, with a text box containing "j...d...@ubalt.edu". Below this, it asks "De-Activate your old account and create a new one?" with radio buttons for "NO" and "YES" (selected). A "Security Check" section follows, featuring a CAPTCHA image with the number "262" and a "Type the text" input box. To the right of the CAPTCHA is a "Privacy & Terms" link. At the bottom, a button labeled "De-Activate Old / Create New Account" is visible. Blue curved arrows highlight the email address field, the "YES" radio button, the CAPTCHA input, and the final button.

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

⚠ The Student ID provided belongs to an account created by signing in through your school.

IMPORTANT:

An account with these credentials was previously setup by signing in through your school's website. If, *AND ONLY IF*, you no longer have access to your school login & password, please de-activate your old account below to create a new one for future transactions.

Verify your old account's email address:

j...d...@ubalt.edu

De-Activate your old account and create a new one?:

☐ NO ☒ YES

Security Check:

262

Type the text

Privacy & Terms

De-Activate Old / Create New Account