

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

The screenshot shows the 'Transcript Request' page for the University of Baltimore. At the top left is the UB logo with the text 'UNIVERSITY OF BALTIMORE KNOWLEDGE THAT WORKS'. To the right is the title 'Transcript Request'. Below this is a progress bar with six steps: 1. Login or Register (highlighted in blue), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Under the progress bar, the text 'New User' is displayed. Below that is a light gray box containing instructions: '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.' and '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....'. A 'Create Account' button is located at the bottom right of this box, with a blue arrow pointing to it from the text above.

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

Address Details

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Street Address:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text" value="Please select ..."/>
Post/Zip Code:	<input type="text"/>
Country:	<input type="text" value="United States"/>
Telephone:	<input type="text"/>

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 (highlighted), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the progress bar is a red warning message: "The Student ID provided belongs to an account created by signing in through your school." An "IMPORTANT:" section follows, stating: "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." The form includes a "Verify your old account's email address:" field with the text "j...d...@ubalt.edu". Below this is a question "De-Activate your old account and create a new one?:" with radio buttons for "NO" and "YES" (selected). A "Security Check:" section features a CAPTCHA image showing the number "262" and a "no CAPTCHA™" logo, with a text input field labeled "Type the text" and a "Privacy & Terms" link. At the bottom is a "De-Activate Old / Create New Account" button. Blue arrows point to the email field, the "YES" radio button, the CAPTCHA image, and the final button.