How to Order Transcripts
Getting to Our Page

To get to the page to order transcripts, you will look up UWSP Transcripts and select the link that takes you to the Office of the Registrar page.
From this page you will click Parchment. The link will take you to the Parchment homepage where you can begin your order.
Opening Page of Parchment

When you first enter Parchment, you will see this screen. Please choose whether you are ordering credentials as yourself or if you are another individual ordering for a student.

Next, enter your preferred email. At this point, if you already have an account, you will enter your password so you will automatically be taken to the page where you can begin your order.
Personal Information

If you do not yet have an account, the next step will be to enter personal information to identify you as a student as well as your contact information. You will also create a password that has at least 8 characters, 1 capital letter, 1 number, and one special character.
Verifying

As you enter your information, the boxes will turn green saying the information you entered is valid. At the bottom of this page is a continue button to take you to the next page. The only way it will allow you to continue is if all the boxes are green.
Confirmation Email

In the email you used to sign up for Parchment, you will receive a confirmation email that asks you to type in a code so that you may continue.
School Identification Information

At this step you will add information that helps the school identify you as a student and aid us in finding your transcript.

As previously shown, you will need to have the green check marks within the boxes. If you don’t know your student ID, you can use your Social Security number instead.
Ordering transcripts

If you already had a parchment account, you will automatically be taken to this page. On this page you will click the green order button for transcripts.
How to Send a Transcript

You can use the Search button to look up schools and other places to send your transcripts. If you have a specific address to send your transcript to, you can click the “I’m sending to myself or another individual” below the search bar. This will bring you to a page where you can enter the address.
Confirmation

At the top you will have the screen that has a payment summary. Below that, Parchment asks when you want the transcript sent. You can choose between Send Now, Hold for Grades, and Hold for Degree.

At the bottom you are then asked to confirm your identity by signing at the X, typing your name, and agreeing that it is you. Once again, on this page, you will know everything is properly filled out when all the boxes have green checkmarks.
This is a second confirmation to make sure that everything you have ordered is correct. It details whose transcript it is, who the transcript is coming from, who the transcript is going to, and the price of the transcript.
This is the last step of the transcript ordering process. You just need to insert payment info and make sure all the required fields are full. Once you complete the order, if you ordered paper copies, you should receive them in 5-7 days. If you ordered Electronic transcripts, you should receive them within the day. If you have any additional questions, please reach out to the Office of the Registrar at registrar@uwsp.edu or call 715-346-4301.