

STEP 1

Click on the blue Order Records button

...n Louisiana University has partnered with Parchment to order and send your transcript and otl
securely. **To request your transcript, click on the icon link below.**



...for your transcript via credit card (Visa, MasterCard, American Express. & Discover) at the time
...ctronic PDF transcript is \$5. A paper transcript for pick up or first-class mail is \$10. A FedEx
...per transcript is \$42 and International Priority is \$65.

...o have attended Southeastern Louisiana University are entitled to an official transcript of the v
...ted, provided they have cleared any and all outstanding accounts with Southeastern. Beginnii
... graduated as of Fall 2021, graduates will receive one complimentary transcript (no expiration



STEP 2

Type your email address {one that you access} and click Continue

A screenshot of a web form for Southeastern Louisiana University. At the top, there is a blue header with the university's logo and the text "Office Of the Registrar, SLU 10752, Hammond, LA, 70402-0001, US". Below the header, there are two options: "Ordering your own credentials or academic records" (with a person icon) and "Ordering on behalf of someone else" (with a group icon), separated by "OR". A message from the university follows, welcoming the user to Parchment. Below the message, there is a section titled "START HERE - ENTER YOUR EMAIL ADDRESS" with a green "Email" label. A red "1." points to an email input field containing "roomie.thelion@selu.edu". A red "2." points to a green "Continue" button. At the bottom, there is a note: "All items marked with a red asterisk are required" and a footer: "By signing up you agree to the Parchment terms of use and privacy policy."



STEP 3

Type your first and last name

 Ordering your own credentials or academic records	OR	 Ordering on behalf of someone else
ENTER YOUR PERSONAL INFORMATION		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> First Name	Middle Name	<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> * Month Of Birth	<input checked="" type="checkbox"/> * Day Of Birth	<input checked="" type="checkbox"/> * Year Of Birth


STEP 4

Select your date of birth

 Ordering your own credentials or academic records	OR	 Ordering on behalf of someone else
ENTER YOUR PERSONAL INFORMATION		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Month Of Birth	<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> * Month Of Birth	<input checked="" type="checkbox"/> * Day Of Birth	<input checked="" type="checkbox"/> * Year Of Birth


STEP 5

Select your highest level of education



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

ENTER YOUR PERSONAL INFORMATION

<input type="text"/>	Middle Name	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Highest Level Of Education

STEP 6

Type your cell phone number

ENTER YOUR PERSONAL INFORMATION

<input type="text"/>	Middle Name	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Cell Phone

STEP 7

Type your address, city, state/province and postal code

ENTER YOUR CONTACT INFORMATION

* Cell Phone

✓

✓

✓ Address

Address 2

* City <input type="text"/>	* State/Province <input type="text"/>	* Postal Code <input type="text"/>
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STEP 8

If unable to validate your address, click the appropriate suggestion below the orange bar

* Cell Phone


✓

✓

✓

Address 2

✓ <input type="text"/>	✓ <input type="text"/>	✓ <input type="text"/>
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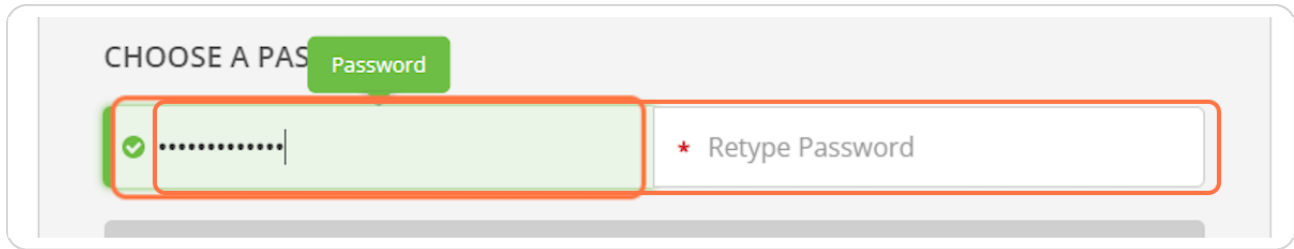
 UNABLE TO VALIDATE ADDRESS: Here are some suggestions

CHOOSE A PASSWORD

STEP 9

Type and retype your password

Please write this down and store it somewhere safe for future usage.

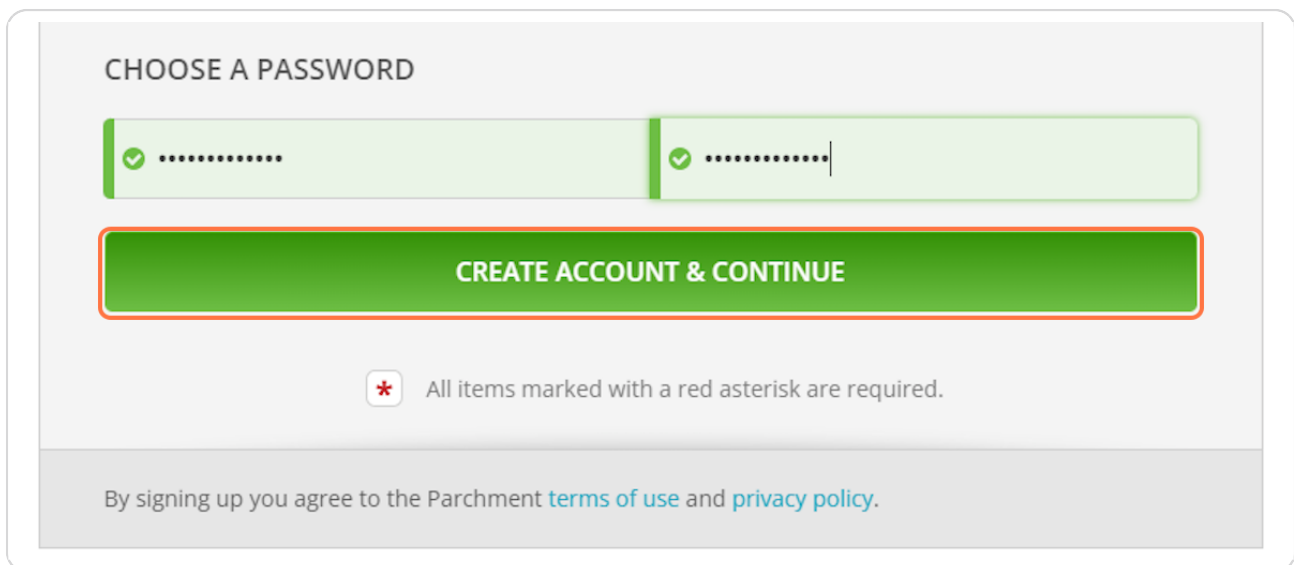


CHOOSE A PASSWORD Password

✓ | * Retype Password

STEP 10

Click on CREATE ACCOUNT & CONTINUE



CHOOSE A PASSWORD

✓ | ✓ |

CREATE ACCOUNT & CONTINUE

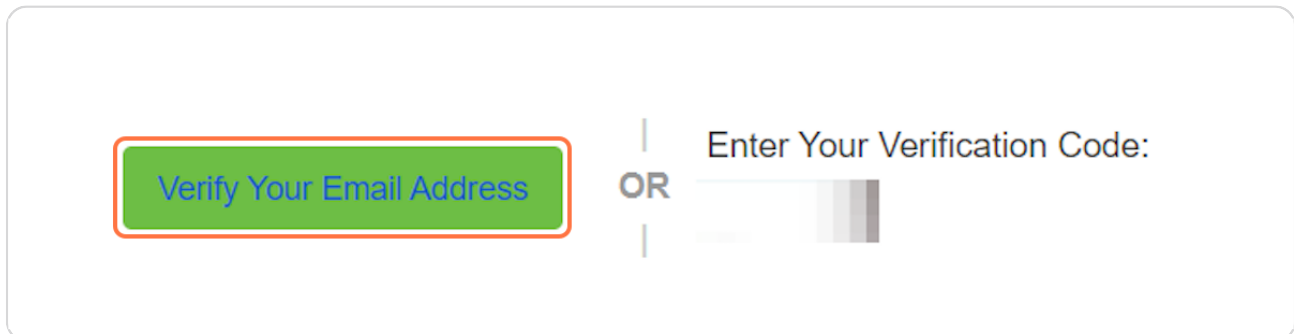
* All items marked with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

STEP 11

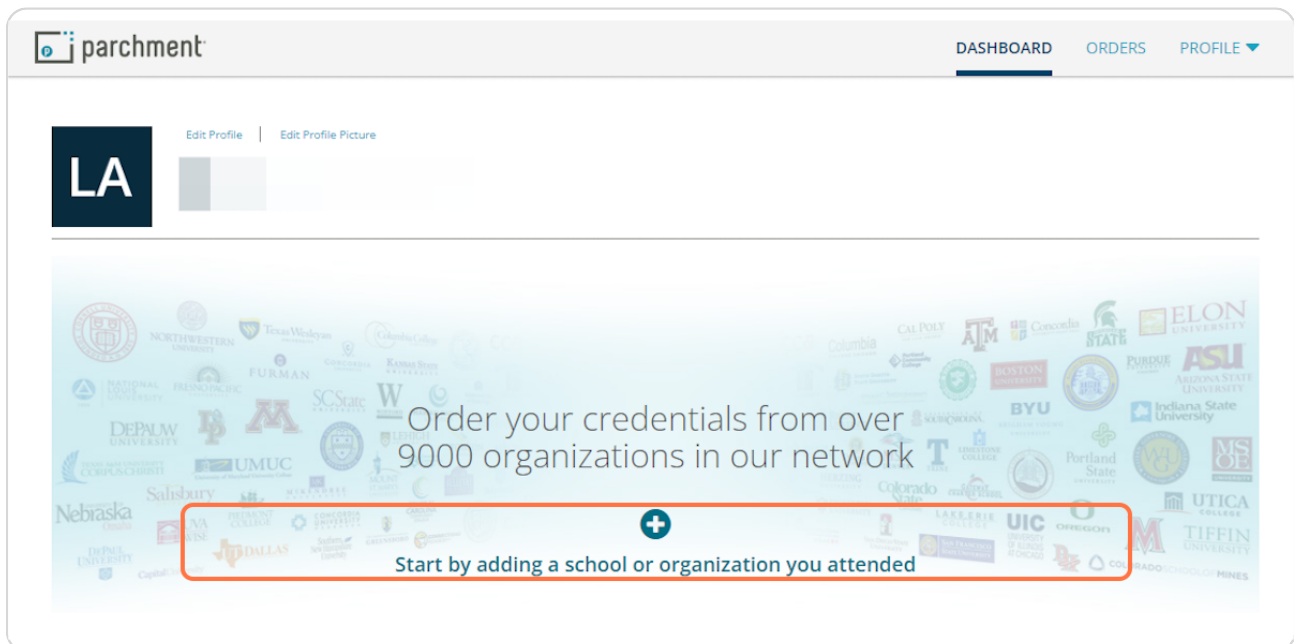
Locate the verification email in your email inbox (check your spam if not found) and click Verify Your Email Address

Clicking this link will bring you to the next step in another tab or window



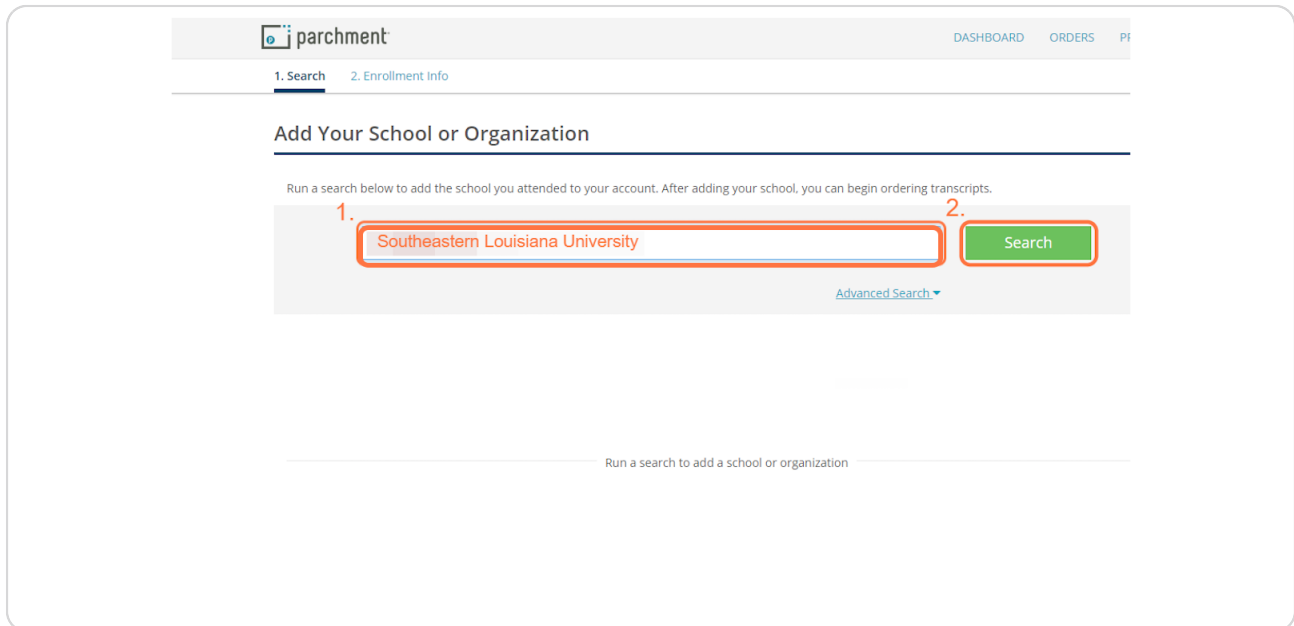
STEP 12

Click on Start by adding a school or organization you attended



STEP 13

Type "Southeastern Louisiana University" then click Search

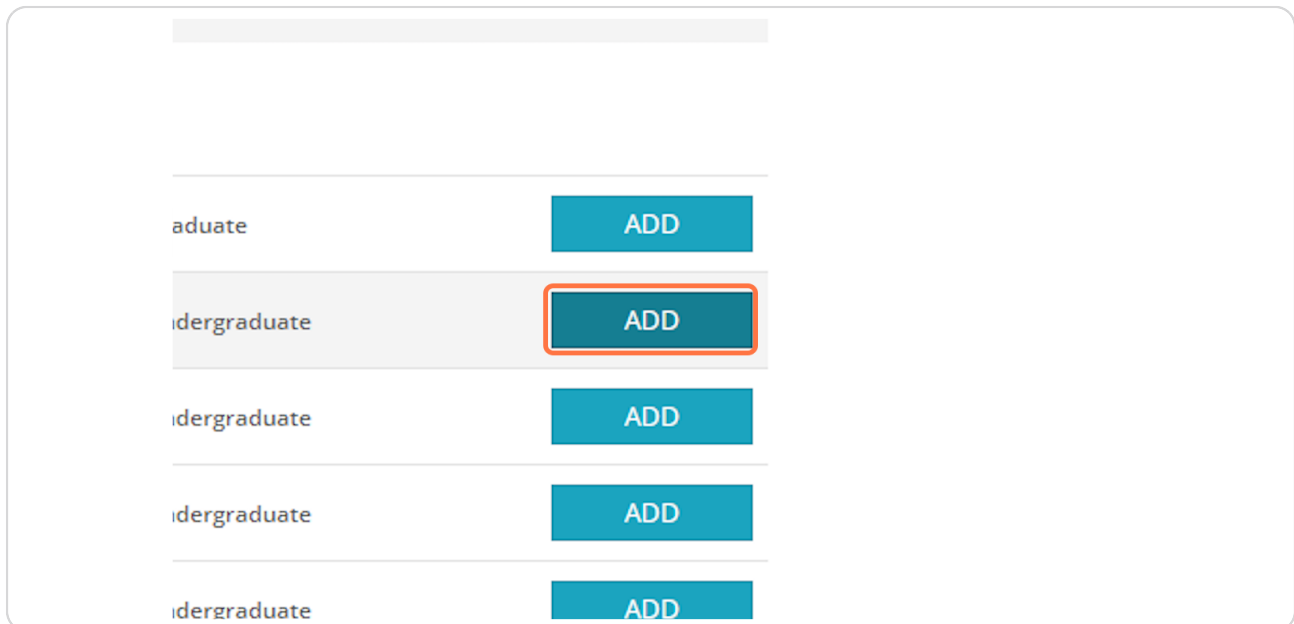


The screenshot shows the Parchment website interface. At the top, there is a navigation bar with the Parchment logo and links for "DASHBOARD", "ORDERS", and "PF". Below the navigation bar, there are two tabs: "1. Search" (which is active) and "2. Enrollment Info". The main heading is "Add Your School or Organization". Below this heading, there is a sub-heading "Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts." The search area contains a text input field with "Southeastern Louisiana University" entered, and a green "Search" button. Red annotations highlight the input field with a "1." and the search button with a "2.". Below the search area, there is a link for "Advanced Search" and a footer note: "Run a search to add a school or organization".

STEP 14

After finding your school/organization, click ADD next to it

Make sure to determine whether you are a Graduate or Undergraduate as both options will be offered for the school



The screenshot shows a list of options for adding a school. Each option consists of a text label and a teal "ADD" button. The options are: "graduate" with an "ADD" button; "Undergraduate" with an "ADD" button (this button is highlighted with a red border); "Undergraduate" with an "ADD" button; "Undergraduate" with an "ADD" button; and "Undergraduate" with an "ADD" button.

STEP 15


Choose your enrollment status

Enrollment Information CANCEL ✕

NAME

DOB

Some additional information related to your enrollment is required below.

 Southeastern Louisiana University
would like you to provide the following information:

* Are you currently enrolled?

STEP 16


Type the first year of attendance and the year you graduated or stopped attending'

Enrollment Information CANCEL ✕

NAME

DOB

Some additional information related to your enrollment is required below.

 Southeastern Louisiana University
would like you to provide the following information:

* Are you currently enrolled?

* What was your first year of attendance?

* Year you graduated or left

STEP 17


Type your W# without the W or LEAVE blank if unknown

If you leave the W# field blank, you will be prompted for your SSN in a future step.

Enrollment Information CANCEL X

NAME
DOB

Some additional information related to your enrollment is required below.

 Southeastern Louisiana University
would like you to provide the following information:

- * Are you currently enrolled?
- * What was your first year of attendance?
- * Year you graduated or left

Your Student ID Number


STEP 18

Click on your full name to verify

Enrollment Information CANCEL X

NAME
DOB

Some additional information related to your enrollment is required below.

 Southeastern Louisiana University
would like you to provide the following information:

- * Are you currently enrolled?
- * What was your first year of attendance?
- * Year you graduated or left


Your Student ID Number

* Please verify your name while attending

 Other name variation or maiden name

STEP 19

Click on **CONTINUE**



Southeastern Louisiana University
would like you to provide the following information:

* Are you currently enrolled?

* What was your first year of attendance? * Year you graduated or left

Your Student ID Number

* Please verify your name while attending
 Please verify your name while attending
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.


CONTINUE

* All items marked with a red asterisk are required.


STEP 20

Click on **Order**

Available Credentials CANCEL x



The following credentials are available from **Southeastern Louisiana University**. Start your order by selecting a credential listed below (you can add more later)



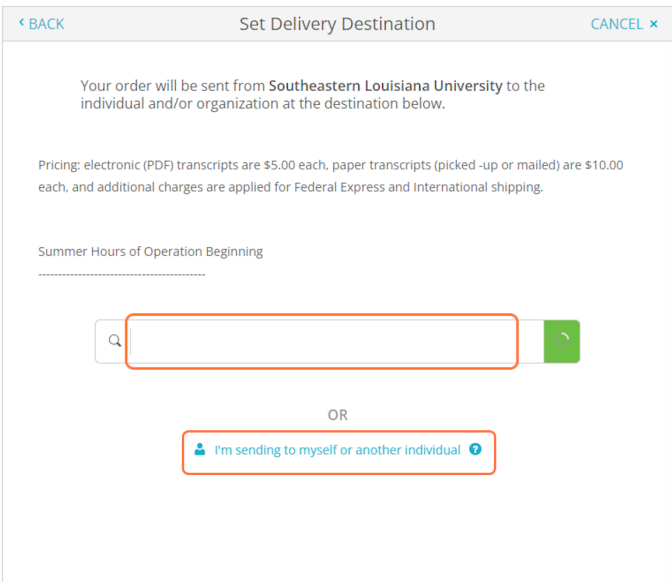
Transcript
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

STEP 21

Type the university/college/institution name for the delivery destination

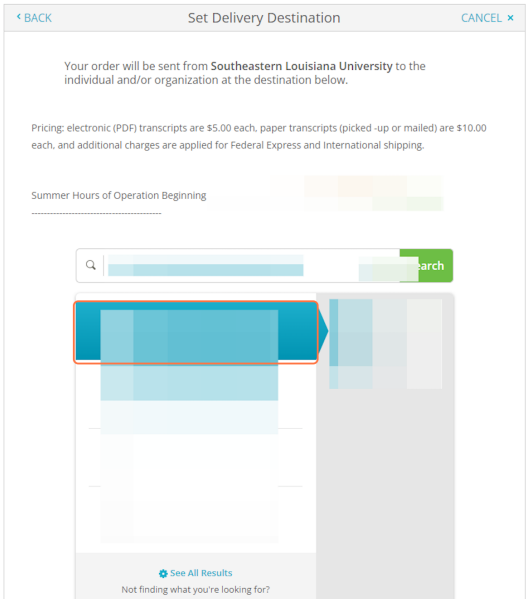
Or select the option below if you are sending it to yourself or another individual. Please note that an electronic transcript is only "official" when sent directly to the recipient.



The screenshot shows a web form titled "Set Delivery Destination" with a "BACK" button on the left and a "CANCEL" button on the right. The main text reads: "Your order will be sent from Southeastern Louisiana University to the individual and/or organization at the destination below." Below this, pricing information is provided: "Pricing: electronic (PDF) transcripts are \$5.00 each, paper transcripts (picked-up or mailed) are \$10.00 each, and additional charges are applied for Federal Express and International shipping." A section titled "Summer Hours of Operation Beginning" is followed by a search input field with a magnifying glass icon on the left and a green "Search" button on the right. Below the search field, the word "OR" is centered. Underneath "OR" is a button with a person icon and the text "I'm sending to myself or another individual" followed by a help icon.

STEP 22

Select the appropriate suggestion for the delivery destination



This screenshot shows the same "Set Delivery Destination" form as in Step 21, but with search results displayed. The search input field contains the text "Southeastern Louisiana University". Below the search field, a list of suggestions is shown. The first suggestion, "Southeastern Louisiana University", is highlighted with a blue background and a red box. Below the suggestions, there is a "See All Results" link and the text "Not finding what you're looking for?".


STEP 23

Sign your name with your mouse (computer) or finger (mobile/tablet)

Before signing, if you did not provide your W number in step 17, you will be given an option to provide your SSN (without the dashes) to confirm your identity.

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




STEP 24

Type your first and last name again


* When do you want this sent? Purpose

Send Now Admission

 Would you like to add an attachment file? (optional) ? Add An Attachment

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




Type full name as signed above

Middle Name Last Name


* I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

STEP 25

Click on "I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above." and then **CONTINUE**


 I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

 All items marked with a red asterisk are required to submit this form.

STEP 26





Complete Payment Information


PARCHMENT SECURE PAYMENT GATEWAY
Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

Payment Information

Enter first and last name as it appears on credit card

* Exp Month * Exp Year * CW

Order Total: \$5.00
\$5.00 will be charged to this card.

STEP 27

Type your cell phone number again

Payment Information

Enter first and last name as it appears on credit card

VISA MasterCard DISCOVER AMERICAN EXPRESS

Order Total: \$5.00
\$5.00 will be charged to this card.

Phone

STEP 28

Click on Submit Payment

Enter first and last name as it appears on credit card

VISA MasterCard DISCOVER AMERICAN EXPRESS

Order Total: \$5.00
\$5.00 will be charged to this card.

Billing Address [Use different billing address](#)

Address 2

Submit Payment

* All items marked with a red asterisk are required to submit this form.