**How to order transcripts**

**Muskingum University has made slight changes in the way you order transcripts.**

**Once all payments have cleared and your grade has been entered, you can order your transcripts. I have provided the link below.**

**Muskingum is no longer able to issue another transcript if you order one before the grades have been entered. Please make sure you order your transcript two weeks after the course ends.**

**When you go to Muskingum University to order transcripts from their website, you will see parchment in the upper left corner.**

1. **You are required to make an account with a password**
2. **Once you sign in to your account, you are able to order the transcript**
3. **I have included the link below for your convenience**

**Parchment**

<https://www.parchment.com/u/registration/187954/account>

**Please contact me if you have additional questions.**