

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.

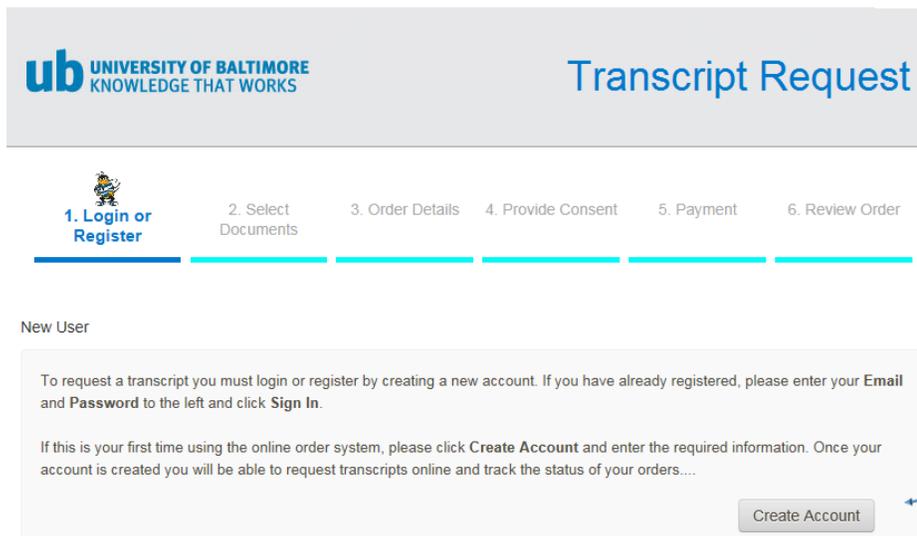
Instructions:

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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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:	<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:	Please select ... <input type="button" value="v"/>
Post/Zip Code:	<input type="text"/>
Country:	United States <input type="button" value="v"/>
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 shows a multi-step registration process. At the top, a progress bar indicates the current step is '1. Login or Register', with other steps being '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.' Below this is a red 'IMPORTANT:' section with text: '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 below contains the following elements: 'Verify your old account's email address:' followed by a text input field containing 'j...d...@ubalt.edu'; 'De-Activate your old account and create a new one?:' followed by radio buttons for 'NO' and 'YES' (where 'YES' is selected); 'Security Check:' followed by a CAPTCHA image showing the number '262', a text input field with the placeholder 'Type the text', and a 'Privacy & Terms' link; and a final button labeled 'De-Activate Old / Create New Account'. Blue arrows point to the email field, the 'YES' radio button, the CAPTCHA image, the text input field, 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