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.
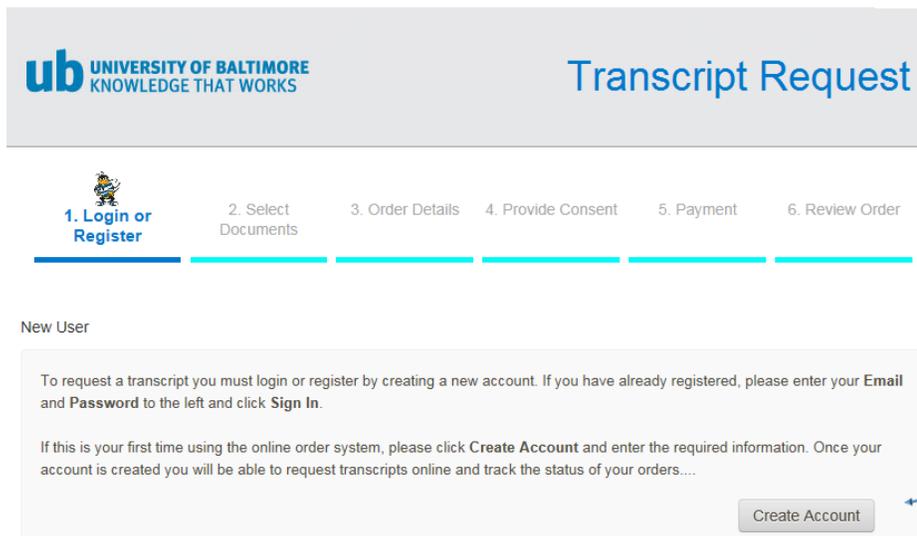
Instructions:

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

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

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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