



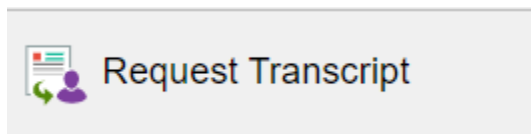
SETTING UP A PARCHMENT ACCOUNT FOR STUDENTS WITH RECORDS IN CARDINAL STUDENTS

Catholic University has partnered with Parchment for transcript processing. With this new partnership official transcripts can now be delivered electronically.

Current and former students who attended the University in 2000 or later should log in to Cardinal Students, select the Academic Records Tile,



then the Request Transcript menu item,



then the Request transcript button.



At the Cardinal Login page enter your Catholic University username and password and select the Login button.



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

THE CATHOLIC
UNIVERSITY
OF AMERICA

Cardinal Login

Username

Password

Login

Forgot your password?

Need Help?

The first time you log in to the Parchment system you will be required to set up an account. This is a one-time only set up.

Step 1: Terms and Privacy

Select the [terms of use](#) and [service agreement](#) hyperlinks to read those documents. Once you have read them, select the Yes, I agree to the terms of use and service agreement radio button.



Terms and Privacy

Terms of Use and Service Agreement

By signing up you agree to the Parchment [terms of use](#) and [service agreement](#)

- Yes, I agree to the terms of user and service agreement
- No, I do not agree to these terms or service agreement


Next

Select Next.



Step 2: Email Address

Learner Account



The Catholic University Of America

620 Michigan Avenue NE, Washington, DC, 20064, US

A MESSAGE FROM THE CATHOLIC UNIVERSITY OF AMERICA

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

* All items marked with a red asterisk are required

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

Enter your email address and select Continue




THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

Step 3: Personal Information

New Learner Account



The Catholic University Of America

620 Michigan Avenue NE, Washington, DC, 20064, US

ENTER YOUR PERSONAL INFORMATION

82Cardinal@cua.edu [✉](#)

* First Name	Middle Name	* Last Name
* Month Of Birth ▼	* Day Of Birth ▼	* Year Of Birth ▼
* Highest Level Of Education ▼		



ENTER YOUR CONTACT INFORMATION

* Cell Phone

United States of America

* Address 1

Address 2

* City * State/Province * Postal Code

CHOOSE A PASSWORD

* Password * Retype 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](#).

Complete all the fields marked with a red asterisk. You are asked to select a password. You will not need this password if you log in to Parchment directly from Cardinal Students, but if you navigate directly to the parchment website this is the password you will use.

Select Create Account and Continue



Step 4: Enrollment Information

Enrollment Information [CANCEL](#)

NAME

DOB

Some additional information related to your enrollment is required below.

Catholic University of America

would like you to provide the following information:

* Are you currently enrolled?

Select

* What was your first year of attendance?

* Your last 4 SSN [Don't Have One?](#)

* Please verify your name while attending

Other name variation or maiden name



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services

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

CONTINUE

* All items marked with a red asterisk are required.

Complete all fields marked with a red asterisk. **Note:** If you do not have a SSN select the Don't Have One hyperlink and select the ***I do not have a Social Security Number*** check box.

Select the Finish creating my Parchment account check box and select Continue.

Your one time required set-up is now complete. You may now order a transcript by selecting the Order button.



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Enrollment Services



[DASHBOARD](#)

[ORDERS](#)

[PROFILE](#) ▼



[Edit Profile](#) | [Edit Profile Picture](#)

Stacy Cardinal

Your Schools / Organizations:



The Catholic University of America

Washington, DC

[Enrollment Info](#)

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your
Official Transcript



Order