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 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.
Select Next.
Step 2: Email Address

Enter your email address and select Continue
Step 3: Personal Information

The Catholic University Of America
620 Michigan Avenue NE, Washington, DC, 20064, US

ENTER YOUR PERSONAL INFORMATION

82Cardinal@cua.edu

<table>
<thead>
<tr>
<th>* First Name</th>
<th>Middle Name</th>
<th>* Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Month Of Birth</td>
<td>* Day Of Birth</td>
<td>* Year Of Birth</td>
</tr>
<tr>
<td>* Highest Level Of Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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