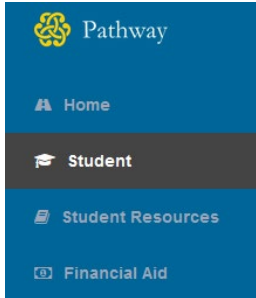


## A Guide to Ordering your Official Transcript

1. Log in to your Pathway account at [pathway.clovis.edu](http://pathway.clovis.edu)
2. Select the **Student** tab, Click on the **Order my transcript** icon, then Select the **Access the Transcript Ordering Site**:



### Transcript Ordering Site

We have authorized Parchment, Inc. to act as our agent for providing Official Transcripts.

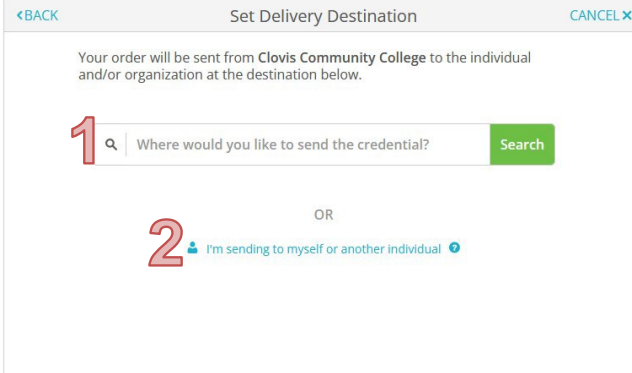
[Access the Transcript Ordering Site](#)

3. If it is your first time accessing the transcript ordering site, you will be prompted to complete the required fields of personal data and enrollment information. You will also set a password. Click **Continue**

4. Verify the email you want order updates to go to. The next step of the ordering process is selecting the type of transcript you want. If you are sending an electronic transcript or having it mailed somewhere, you will select (1) Transcript or if you would like to pick up an official transcript on campus, select (2) Paper Transcript – Pickup.

## A Guide to Ordering your Official Transcript

5. On the next screen, you will set your delivery destination. (1) If you are sending it to another institution, you can type it in the box and click search. This will fill in the information for the receiving school. (2) If you are sending it to an individual at a certain organization or yourself, you will select that option.



Set Delivery Destination

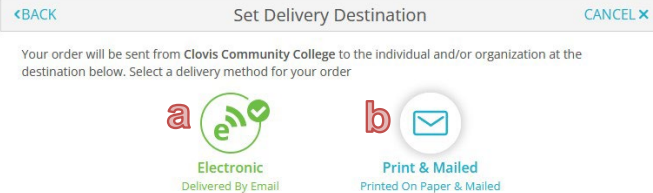
Your order will be sent from Clovis Community College to the individual and/or organization at the destination below.

1 Where would you like to send the credential? Search

OR

2 I'm sending to myself or another individual

6. Select the type of product you'd like to request and enter any mailing or email information required. Options are:
  - a. eTranscript: Delivered as an electronic document to the recipient's specified email address
    - i. This option is the quickest way to send and receive a transcript. If the school prefers this, it will default on the next screen
  - b. Paper Transcript - Mailed: Sent through the United State Postal Service.
    - i. This option has additional fees associated with the method of shipping chosen.



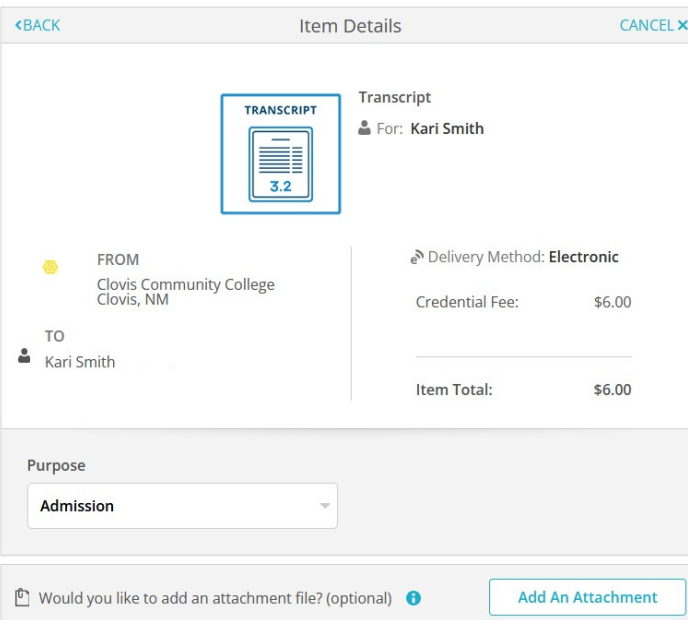
Set Delivery Destination

Your order will be sent from Clovis Community College to the individual and/or organization at the destination below. Select a delivery method for your order

a **Electronic**  
Delivered By Email

b **Print & Mailed**  
Printed On Paper & Mailed

7. Select the **purpose** for the request from the drop-down list. You also have the option to add any attachments, if needed.



Item Details

TRANSCRIPT  
3.2

Transcript  
For: Kari Smith

FROM  
Clovis Community College  
Clovis, NM

TO  
Kari Smith

Delivery Method: **Electronic**

Credential Fee: \$6.00

Item Total: \$6.00

Purpose  
Admission

Would you like to add an attachment file? (optional) Add An Attachment

### A Guide to Ordering your Official Transcript

8. You will also need to sign for the consent to release your records. You must **click the box** that states you certify under penalty of law that you are the individual identified above". Click **Continue**.

Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File [Clear & Sign Again](#)

Digital Signature Image Was Not Provided

Full name as signed above: **Kari Smith**

\*  I certify under penalty of law that I am the individual identified above and am authorized to take this action.

**CONTINUE**

\* All items marked with a red asterisk are required to submit this form.

9. Review your Order Summary.
- You can repeat the process and add additional transcripts by clicking Add Another Item for XXX.
  - Click Continue
10. Enter Payment Information and Billing Information.
11. Click Submit Payment
12. You can track your order at any time by viewing information in the "Order" tab at the top of the screen.