Step by Step Instructions to Request a Transcript via Parchment
1. Log into MyCSU
2. Click on the Order Transcripts Tab
3. Click on the Order Transcript Link. You have now entered the Parchment website.
4. Login or Register
5. Choose where you want your transcript sent:
a. Type in the school’s information
i. Select the appropriate institution
ii. If you cannot find your destination, click on Enter Your Own
b. Choose to send it to yourself] TJ5m
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