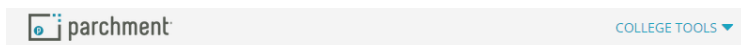




Instructions for Creating Your Parchment Account for the First Time

1. Go to the CTHS Counseling Department Website.
 - www.emsisd.com > About > Counseling Department
2. Click the **Transcripts** tab on the left side of the page.
3. Click the **Request My Transcript** button.
4. Click **I Don't Have a Registration Code**.



Turn your transcript data into acceptance letters

Simple transcript ordering to any destination worldwide
 See your chances of getting into college
 Thousands of colleges send and receive transcripts using Parchment
 Admissions tools powered by millions of student-reported college applications

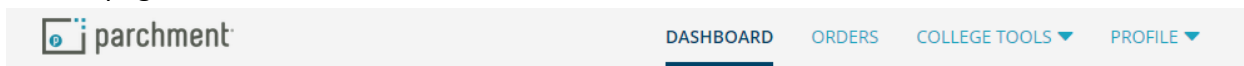
Enter your Registration Code to get started:

SIGN UP

I don't have a Registration Code



5. Fill out the required information to create your Parchment account. Make sure you use your legal name.
 - When you log back in to your account, your username will be your email. Your password will be whatever you designate on this page.
6. Click **Sign-Up**.
7. A Contact Information page will display. You DO NOT have to complete this information. Instead of filling in the information, click the **Dashboard** tab on the top of the page.



Credentials College List College Matches



8. Click the **+** sign in the middle of the screen to select your school. You must complete this step to view or send your transcript.
9. Type in Chisholm Trail High School, click **Search**, then click **Add**.
10. Fill out the enrollment information. Earliest year is the year that you entered high school.
11. Click whether you waive or do not waive your right to access information.
12. Make sure the authorization box remains checked and click **Consent and Request**.
13. Congratulations, you have successfully created your account. You can begin ordering transcripts immediately. Within 24 hours, you should also be able to view a complete unofficial copy of your transcript.

