



## Overview

This guide outlines the process of requesting official and unofficial transcripts. Note that to order official transcripts, students will need to order through a third party called Parchment. You can navigate to the Parchment website through the Collin website.

## Request Unofficial Transcripts

1. From the homepage, navigate to the search bar and type **Generate Unofficial Transcript**.
2. Check the **Confirmation** box.
3. Your unofficial transcript will begin processing. You can elect to be notified once it has completed. Once it has completed processing, navigate to your **Notifications** and open the unofficial transcript.

## Request Official Transcripts

1. Navigate to the [Transcripts page](#) of Collin.edu and order your transcript.