

How to Request Official Transcripts from SDCCD Using Parchment

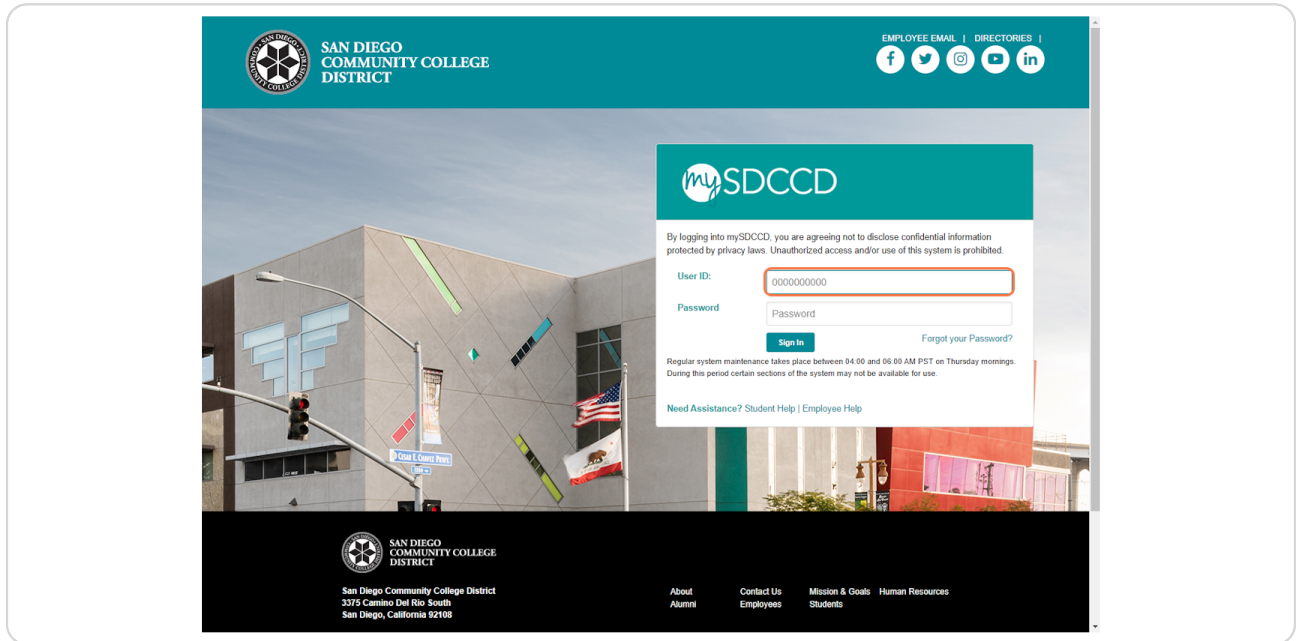
11 Steps [View most recent version on Tango.us](#) 

Created by	Creation Date	Last Updated
Miramar Transfer Center	Jun 06, 2024	Jun 11, 2024

STEP 1

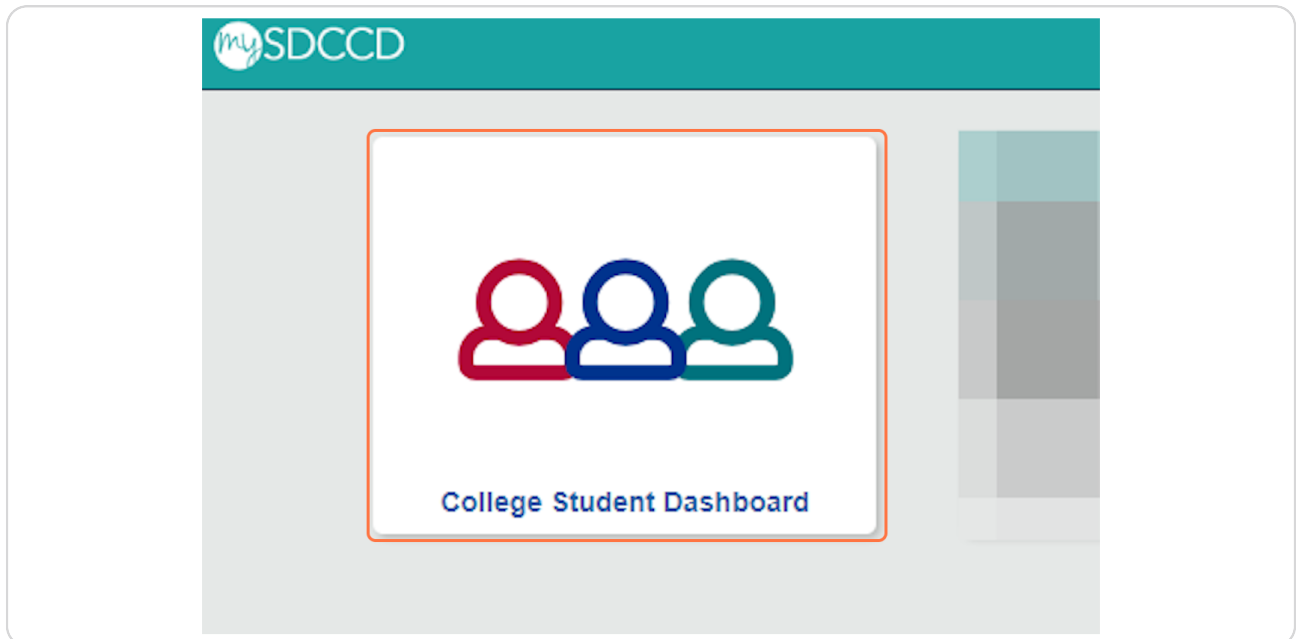
[Go to myportal.sdccd.edu/](https://myportal.sdccd.edu/)

Log into your portal using your User ID (this would be your student ID) and password



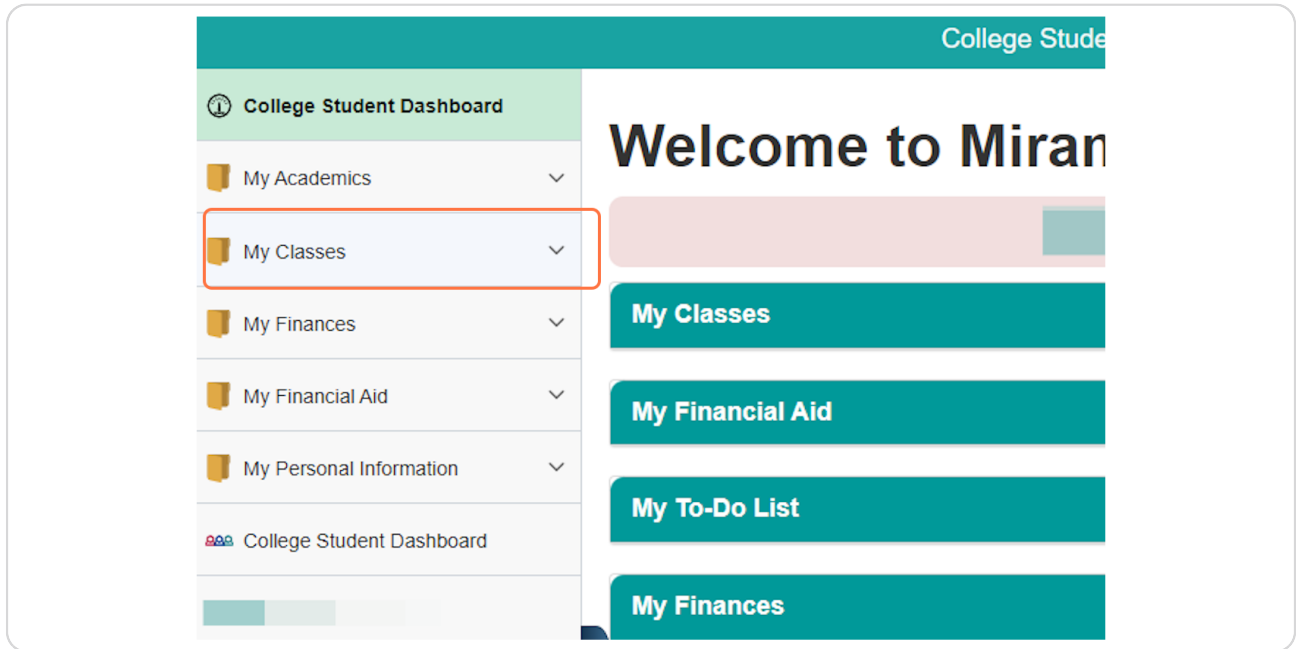
STEP 2

Click on your "College Student Dashboard"



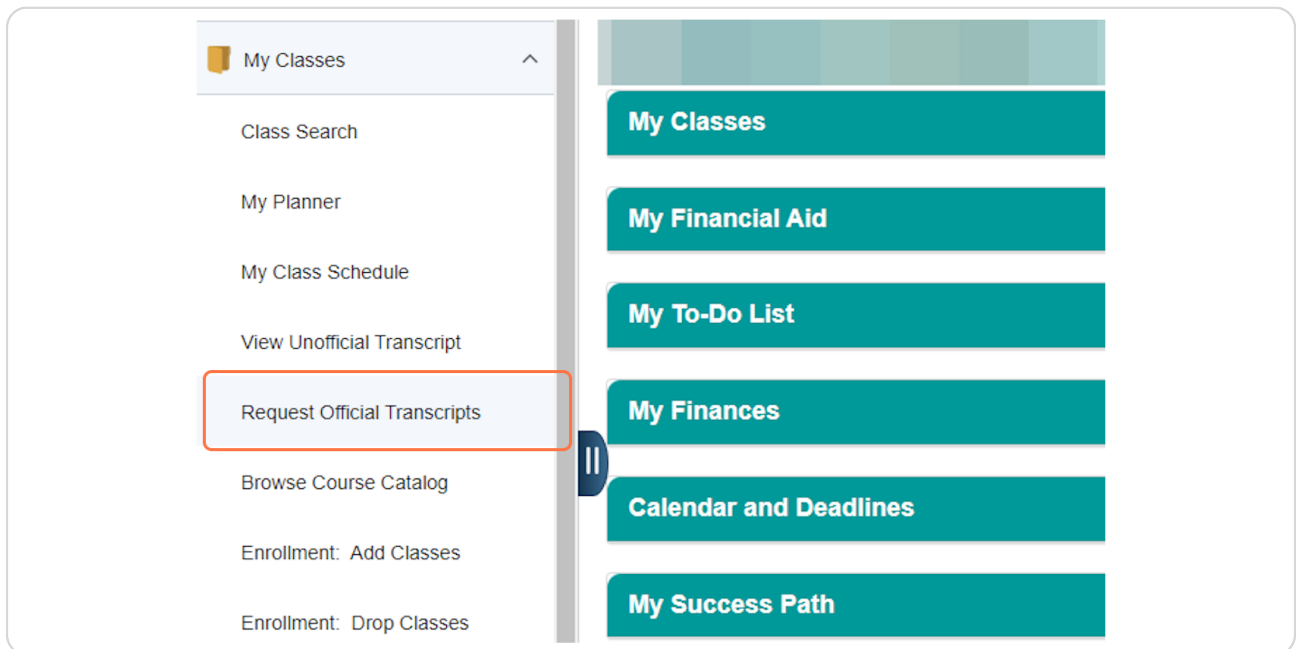
STEP 3

On the left side, Click on "My Classes"



STEP 4

Under my classes, Click on "Request Official Transcripts"





You will be redirected to Parchment.com. If you do not have an account it will first make you create one. If you do have an account it will direct you to the Parchment transcript order page.

STEP 5

Click on "Order"

The screenshot displays the Parchment website interface. At the top, the Parchment logo is on the left, and navigation links for 'DASHBOARD', 'ORDERS', and 'PROFILE' are on the right. Below this is a header for 'Available Credentials' with a '< BACK' link on the left and a 'CANCEL x' link on the right. The main content area features a San Diego Community College District logo and a text block stating: 'The following credentials are available from San Diego Community College District (City College, Mesa College, Miramar College). Start your order by selecting a credential listed below (you can add more later)'. Below this, a 'Transcript' credential is listed with a small icon of a document labeled 'TRANSCRIPT' and '3.2'. To the right of the 'Transcript' text is a green 'Order' button with a red border. At the bottom of the page, a dark blue footer contains links for 'Support: Help Center', 'Support: Screen Share', 'Terms of Use', and 'Privacy Policy'.

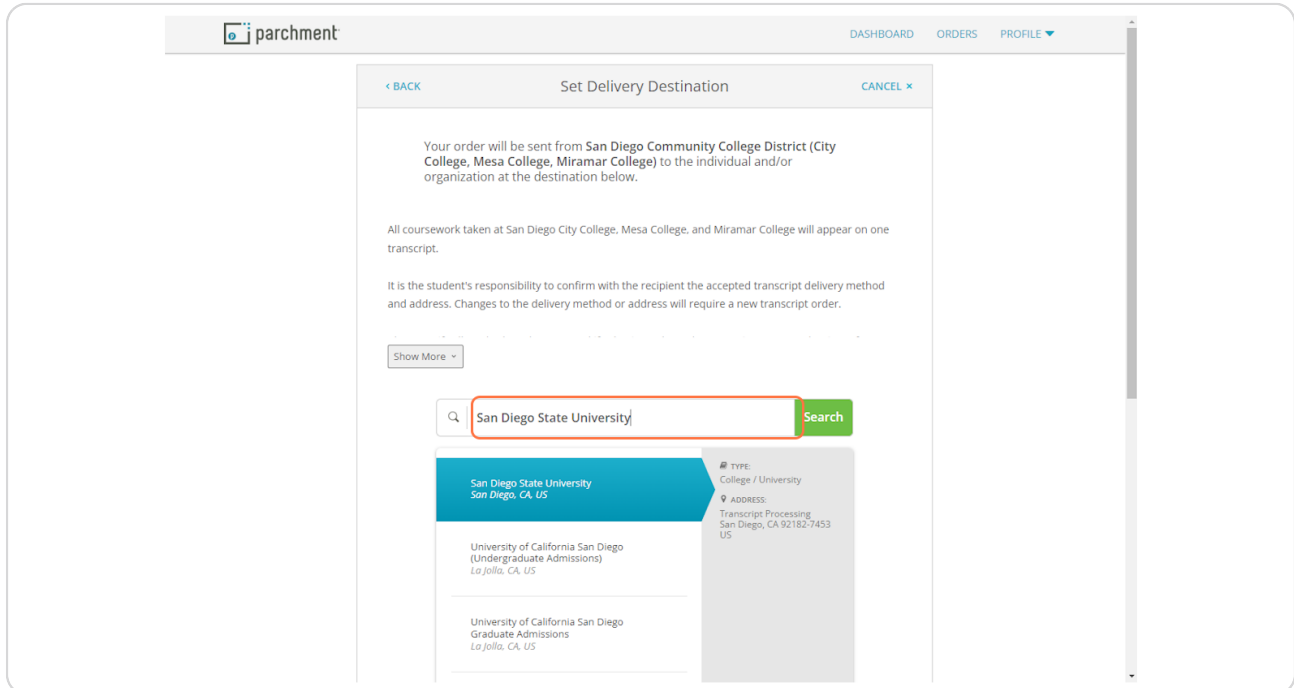
STEP 6

In the search bar, search the name of the institution

The image below is just an example. Type in the name of the school you need to send transcripts.

DO NOT type in the abbreviation of the school (ex: SDSU). Type in the full name of the school (ex: San Diego State University)

If the school does not pop up please contact the Transfer Center (619)388-7380.



The screenshot shows the Parchment web interface. At the top, there is a navigation bar with the Parchment logo and links for DASHBOARD, ORDERS, and PROFILE. The main content area is titled "Set Delivery Destination" and includes a "BACK" button and a "CANCEL" button. The page contains several paragraphs of text explaining the delivery process and a "Show More" button. Below this, there is a search bar with the text "San Diego State University" and a green "Search" button. The search results are displayed in a list format, with the top result highlighted in blue. The highlighted result is "San Diego State University, San Diego, CA, US". To the right of this result, there is a "TYPE" field with the value "College / University" and an "ADDRESS" field with the value "Transcript Processing, San Diego, CA 92182-7453, US". Below the highlighted result, there are two other results: "University of California San Diego (Undergraduate Admissions), La Jolla, CA, US" and "University of California San Diego Graduate Admissions, La Jolla, CA, US".

STEP 7

Click on the institution once it pops up

If the school does not pop up you can scroll down a bit and click on "Enter Your Own"

The screenshot shows the 'Set Delivery Destination' page in the Parchment system. The page title is 'Set Delivery Destination' and it includes a 'BACK' button and a 'CANCEL' button. The main content area contains the following text:

Your order will be sent from San Diego Community College District (City College, Mesa College, Miramar College) to the individual and/or organization at the destination below.

All coursework taken at San Diego City College, Mesa College, and Miramar College will appear on one transcript.

It is the student's responsibility to confirm with the recipient the accepted transcript delivery method and address. Changes to the delivery method or address will require a new transcript order.

Below this text is a 'Show More' button and a search bar. The search bar contains the text 'San Diego State University' and a 'Search' button. A dropdown menu is open below the search bar, showing the following results:

- San Diego State University
San Diego, CA, US
- University of California San Diego
(Undergraduate Admissions)
La Jolla, CA, US
- University of California San Diego
Graduate Admissions
La Jolla, CA, US

The first result, 'San Diego State University', is highlighted with a red box. To the right of the search results, there is a 'TYPE' field with the value 'College / University' and an 'ADDRESS' field with the value 'Transcript Processing, San Diego, CA 92182-7453, US'.

STEP 8

Under the Purpose section, you will choose "Transfer"

The screenshot shows the 'Item Details' page in the Parchment system. The page title is 'Item Details' and it includes a 'BACK' button and a 'CANCEL' button. The main content area contains the following information:

Transcript
For:

FROM
San Diego Community College District (City College, Mesa College, Miramar College)
San Diego, CA

TO
SDSU San Diego State University

Delivery Method: Electronic

Credential Fee: \$5.00

Item Total: \$5.00

When do you want this sent?
Send Now

Purpose
Transfer

Below the 'Purpose' section, there is a question: 'Would you like to add an attachment file? (optional)'. Below this question, there is a 'Please review the information below pertains' button.

STEP 9

Sign your signature on the box below with your mouse or finger

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

Sign here with mouse or finger Clear Signature

x _____

Type full name as signed above

The screenshot shows a digital signature interface. At the top, there is a grey box with the text "Please review the information below pertaining to the type of consent that is required to complete this order." Below this, there is a line of text "Sign here with mouse or finger" followed by a blue button labeled "Clear Signature". A large, empty rectangular box with a red border is provided for the signature. Below the signature box, there is a horizontal line with an "x" at the beginning, and the text "Type full name as signed above" below it. A vertical scrollbar is visible on the right side of the interface.

STEP 10

Type your First, Middle (if applicable), and Last Name. Then click the consent box

x _____

Type full name as signed above

* First Name Middle Name * Last Name

I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

The screenshot shows the next step in the digital signature process. It features a horizontal line with an "x" at the beginning. Below this is a text input field with the placeholder text "Type full name as signed above". Underneath the input field are three separate input fields for "First Name", "Middle Name", and "Last Name", each with a red asterisk on either side. At the bottom, there is a consent checkbox with the text "I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above." The input fields and the consent checkbox are highlighted with a red border.

STEP 11

Click on Continue and it will take you the page to confirm your order

PLEASE NOTE: Your first 2 transcripts are FREE
After the first 2, each transcript will cost \$5.00

x _____

Type full name as signed above

* First Name	Middle Name	* Last Name
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I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

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

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