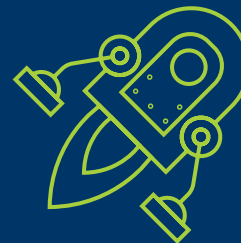
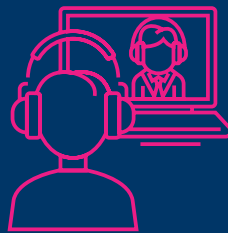
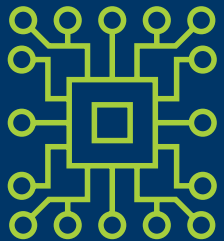


SOLICITUD DE EXPEDIENTE ACADÉMICO DE LOS ESTUDIANTES PARA EL CRÉDITO DUAL






Cómo crear una cuenta de Parchment

1. Vaya a Parchment.
2. Ingrese su dirección de correo electrónico y siga las instrucciones de Parchment para crear su cuenta.

**Vaya al paso siguiente si ya ha creado una cuenta.*

Learner Account

 Oregon Institute Of Technology
3201 Campus Dr, Klamath Falls, OR, 97601-8801, US

 **Ordering your own credentials
or academic records** OR  **Ordering on behalf of
someone else**

A MESSAGE FROM OREGON INSTITUTE OF TECHNOLOGY

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

For current students: Please log into Web for Student and check your unofficial transcript to ensure that all grades have been posted for the current term.

Please understand that if you have an electronic transcript sent to your personal email, it will only remain official if unopened.

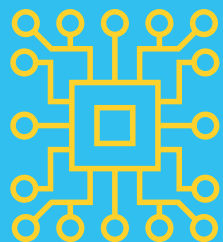
If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

* All items marked with a red asterisk are required



Regístrese en Parchment

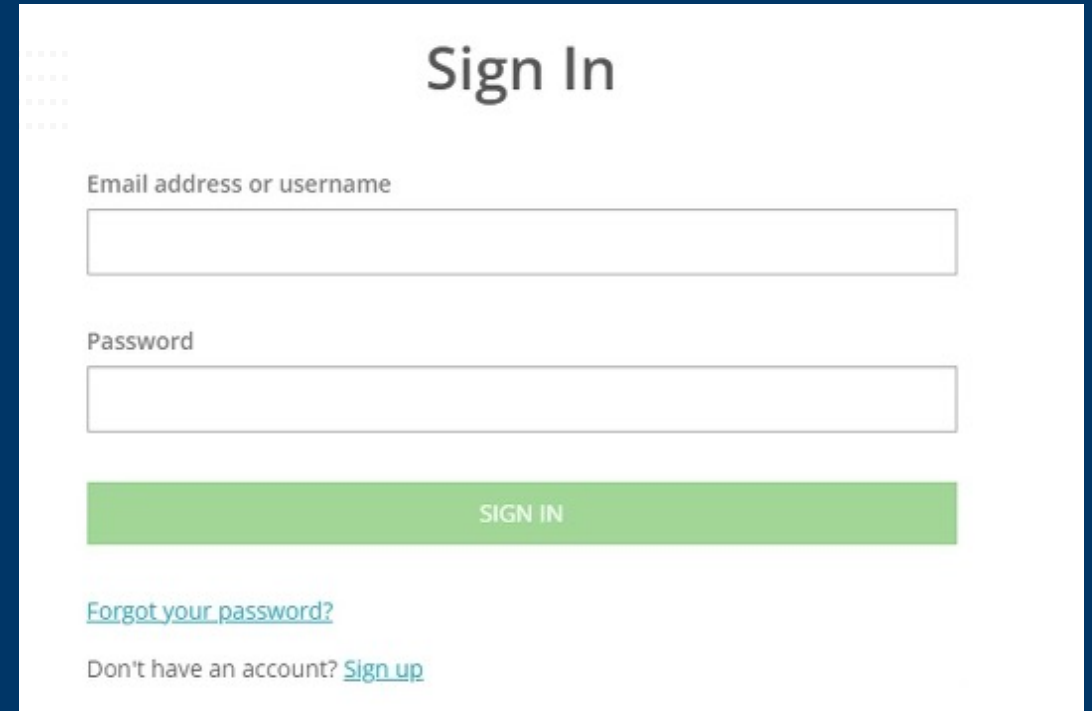
1. Cree una cuenta ingresando su información de acuerdo con lo descrito en esta imagen.
2. Pase a la diapositiva siguiente.

First Name	Middle Name (Optional)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I am a parent / legal guardian		
Date of Birth		
Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
Highest level of education		
<input type="text" value="None selected"/>		
Email		
<input type="text"/>		
Password		
<input type="text"/>		
<ul style="list-style-type: none">• 10 Character minimum• At least one upper-case, lower-case, and number		
<input type="button" value="Sign Up"/>		
By signing up you agree to the Parchment terms of use and privacy policy .		



Inicie sesión o regístrese en Parchment

1. Ingrese a Parchment si ya ha creado una cuenta.



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** title
- Email address or username** label above a text input field.
- Password** label above a text input field.
- A green **SIGN IN** button.
- [Forgot your password?](#) link.
- Text: Don't have an account? [Sign up](#)



Verifique su dirección de correo electrónico

1. Verifique la dirección de correo electrónico que proporcionó para un mensaje de parte de Parchment.
2. Siga las instrucciones para verificar su correo electrónico.

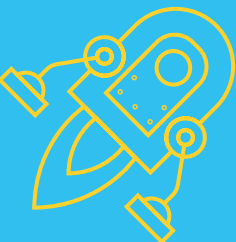
Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

Verify your email address

OR enter your
verification code:
cINrfl

Welcome to Parchment! We are really happy to have you here.

Thank you,
The Parchment Team



Agregue a Oregon Institute of Technology

1. Si usted ya tenía una cuenta de Parchment, su página de la pantalla principal mostrará una lista de las escuelas que usted ya ha agregado y le daremos una opción de “Add Another School or Organization you Attended” (agregar otra escuela u organización a donde haya asistido). Si Oregon Institute of Technology no está en su lista, elija esa opción.
2. Después de agregar a Oregon Institute of Technology, verá una opción de “Order your Transcript” (pedir su expediente). Haga clic en el botón verde “Order” (pedir) en su pantalla principal.

The screenshot displays the 'My Schools / Organizations' section of the Parchment system. It lists two entities: Robert McQueen High School (Reno, NV) and Oregon Institute of Technology (Klamath Falls, OR). The high school entry is marked as 'Out of Network' and includes a message: 'This school is not available at this time for transcript orders. Contact your school administrator if you would like to be able to send your transcripts electronically through Parchment.' The Oregon Institute of Technology entry is active and features an 'Enrollment Info' section with the text: 'You can now get your credentials! Here is what is waiting for you at this organization.' Below this, there are two buttons: 'Order Your Transcript' and 'Order Your Replacement Diploma'. Each button has a corresponding icon (a plus sign in a circle for the transcript and a diploma icon for the replacement diploma) and a green 'Order' button at the bottom. At the bottom of the interface, there is a link: 'Add Another School or Organization You Attended'.



Busque a Oregon Institute of Technology

1. Después de seleccionar el botón “Add Another School or Organization you Attended” (agregar otra escuela u organización a donde haya asistido), busque a Oregon Institute of Technology y elija la opción “College/ Undergraduate” (universidad/ estudiantes universitarios).

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

[Advanced Search](#) ▾

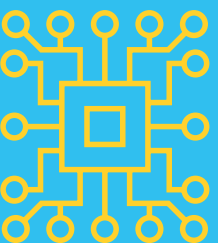
School/Organization	Location	Type	
Oregon Institute of Technology	Klamath Falls, OR, US	College /Graduate	<input type="button" value="ADD"/>
Oregon Institute of Technology	Klamath Falls, OR, US	College /Undergraduate	<input type="button" value="ADD"/>
Georgia Institute of Technology-Main Campus	Atlanta, GA, US	College /Undergraduate	<input type="button" value="ADD"/>



Pedir los expedientes

1. Si usted todavía está tomando las clases de crédito dual, seleccione “currently enrolled” (inscrito actualmente).
2. Si usted ya no está tomando más clases con crédito dual en Oregon Tech, seleccione “not currently enrolled” (no estoy inscrito actualmente).
3. Ingrese el primer año en el que comenzó a tomar clases de crédito dual.
4. Ingrese el año en el que se graduó de la secundaria.
5. Ingrese su número de identificación de Oregon Tech.
6. Ingrese los últimos 4 dígitos de su Número del Seguro Social (SSN).
7. Verifique su nombre y haga clic para confirmar.

The screenshot shows a web form for creating a Parchment account. At the top, the Oregon Tech logo and name are displayed. Below the logo, the text reads: "Oregon Institute of Technology would like you to provide the following information:". The form contains several fields, each with a red asterisk indicating it is required. The fields are: "Are you currently enrolled?" with a dropdown menu showing "No, not currently attending"; "What was your first year of attendance?" with a text input field containing "2021"; "Year you graduated or left" with a text input field containing "2022"; "Your Student ID Number" with a text input field containing "918"; "Your last 4 SSN" with a text input field containing "1234" and a "Don't Have One?" link; and "Please verify your name while attending" with two radio button options: "Monica Chancel Lopez" and "Other name variation or maiden name". At the bottom of the form, there is a checkbox labeled "Finish creating my Parchment account without placing an order right now." and a large grey "CONTINUE" button. A footer note states: "All items marked with a red asterisk are required."



Seleccione el destino

1. Puede buscar universidades o escuelas secundarias en la barra de búsqueda o solicitar que sus expedientes se le envíen directamente a usted o a otra persona (p. ej. su consejero de la escuela secundaria).

Set Delivery Destination CANCEL X

Your order will be sent from **Oregon Institute of Technology** to the individual and/or organization at the destination below.

Search

OR

I'm sending to myself or another individual ?



Pedir que los expedientes se envíen a una persona

1. Puede solicitar que se envíe una copia de sus expedientes a una persona Si ingresa el nombre de la persona/ organización a la cual desea que se envíe y el correo electrónico de dicho receptor.

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

* Recipient's Email

* Retype Email

Continue

Ejemplo: Puede ingresar el nombre de su escuela secundaria y el correo electrónico de su consejero de la escuela secundaria para solicitar que se le envíen las copias de su expediente.



Consentimiento para credenciales

1. Firme con su nombre en el recuadro de la firma.
2. Ingrese su nombre y apellido.
3. Marque el casillero para certificar que usted es la persona que firma.

****Tenga en cuenta el costo de su expediente en esta página.***

4. Haga clic en “Continue” (continuar).
5. Siga las indicaciones en las páginas siguientes para completar el pago.

* Consent is required to order this credential. 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

* First Name	Middle Name	* Last Name
--------------	-------------	-------------

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

CONTINUE

