

## STEP 1: LOG IN OR REGISTER



Sign into your **MYOKSTATE** and select the **SELF SERVICE** link. Select the **STUDENT** Tab. From this tab, you will find the Student Records menu. Select “**Request Official Transcript.**” Next select “Request Expedited eTranscript” to be redirected directly to the Storefront with an account.

If you do not have access to your **MYOKSTATE**, please visit OSU-OKC’s transcript information page for a link to the Storefront to create an account: [osuokc.edu/registrar/transcript](https://osuokc.edu/registrar/transcript).

## STEP 2: SELECT DESTINATION & DOCUMENTS



**SELECT YOUR DESTINATION(S):**

**Send to an Organization:** Search Parchment’s ever-expanding Receiver Network for your destination.

**Send to Yourself, Another Individual or a Third Party:** Select the link below the search bar to send to someone outside of the Parchment Receiver Network. Fill in the destination information and send your transcript virtually anywhere.

## STEP 3: ORDER DETAILS



Click Checkout to continue the ordering process or Continue Shopping to send your transcript to additional destinations.

## STEP 4: PROVIDE CONSENT



Provide electronic consent for the release of your Academic Records by OSU-OKC to the recipient(s) you have provided.

## STEP 5: PAYMENT



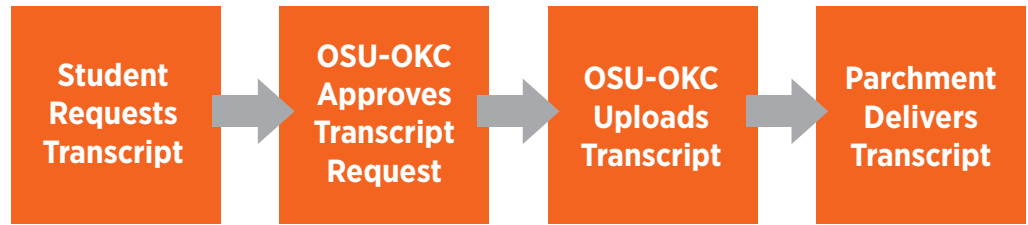
Fill in the applicable payment and billing information.

## STEP 6: REVIEW ORDER



Review all order details before processing your order. Upon successfully submitting your order for processing, you will receive an Order Receipt email.

## Transcript Request Process



## Important Delivery Statuses

- Pending:** Order has been submitted and is awaiting processing.
- Processing:** The order is being processed.
- Available:** Order has been processed and document is available for download.
- Delivered:** Your document has been downloaded by the recipient.
- On-Hold:** Your order has been put on hold. Refer to email comments for details.
- Canceled:** Your order has been canceled. Refer to email comments for details.
- Error:** A processing error occurred. Refer to email comments for details.
- Partially Delivered:** The request has multiple documents. At least one document in the order has been delivered and at least one other document has been canceled.

### What application do I need on my computer to open a secure Official PDF Transcript?

The Official PDF Transcript is protected with advanced PDF security and therefore requires Adobe Reader or Adobe Acrobat. The latest version of the free Adobe Reader may be downloaded at [get.adobe.com/reader](http://get.adobe.com/reader).

### How long is an order held?

Parchment cannot hold a credit card pre-authorization for more than 30 days, so all open orders are canceled after 30 days. Document requestors are sent a notification email when the order is canceled, informing them of the cancellation and giving them instructions on entering a new order if desired. The exception to this are orders “On Hold for Grades or Degree.” These orders have special processing that allows them to exist beyond the 30-day mark.

### When is my credit card charged?

When your order is initially placed, your credit card will be authorized for the purchase amount. After the document(s) are successfully processed, your credit card will be charged.

### Data on my transcript is incorrect or missing. What should I do?

Parchment serves as an exchange platform for transcript credentials. This means that Parchment facilitates the request of the transcript(s), thereby notifying the school that the transcript needs to be processed. It is the responsibility of OSU-OKC to fulfill this request since they are the only entity that has access to your credentials. Once OSU-OKC has approved the request and sent it, Parchment is responsible for delivering it electronically to the destination(s) outlined in the order.

Parchment delivers transcripts exactly as they are provided from OSU-OKC. If you have a question in regard to the content or accuracy of the data included in your transcript, please contact OSU-OKC directly at **(405) 945-3291**.