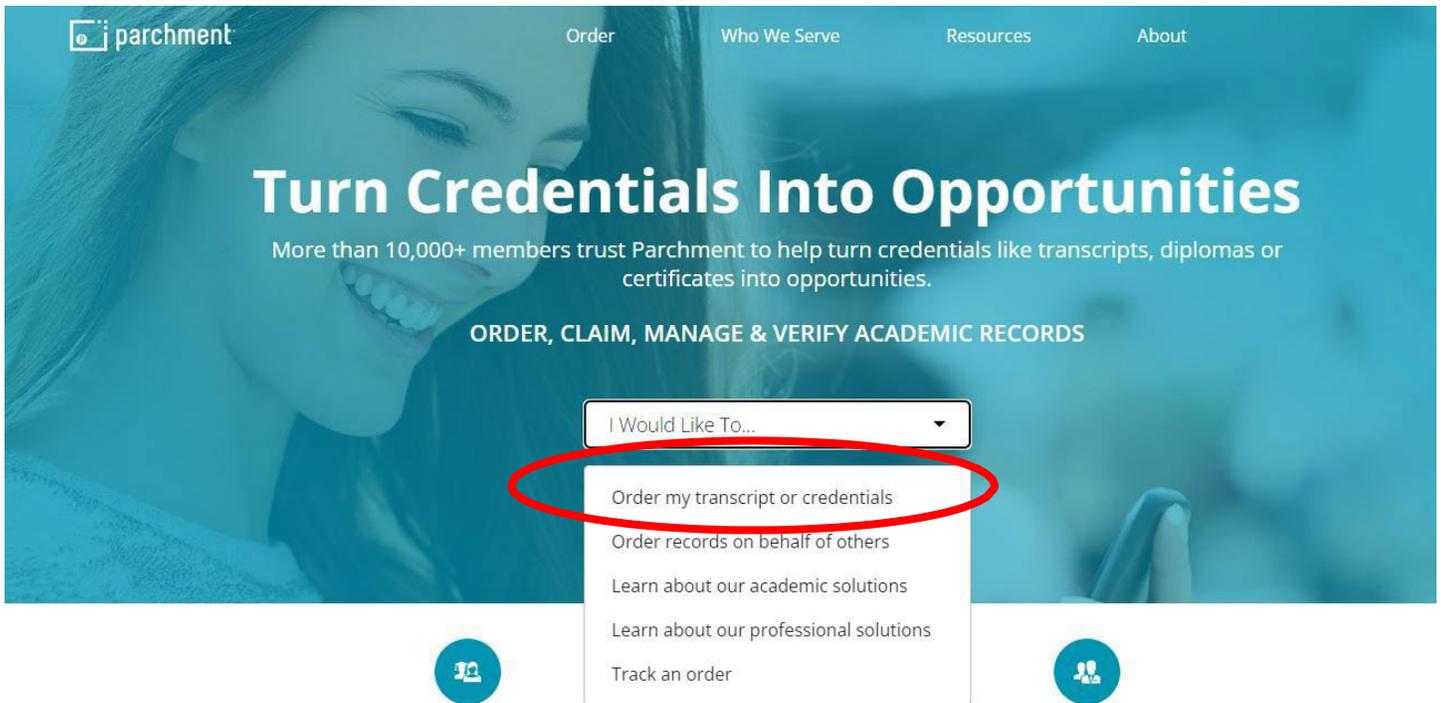
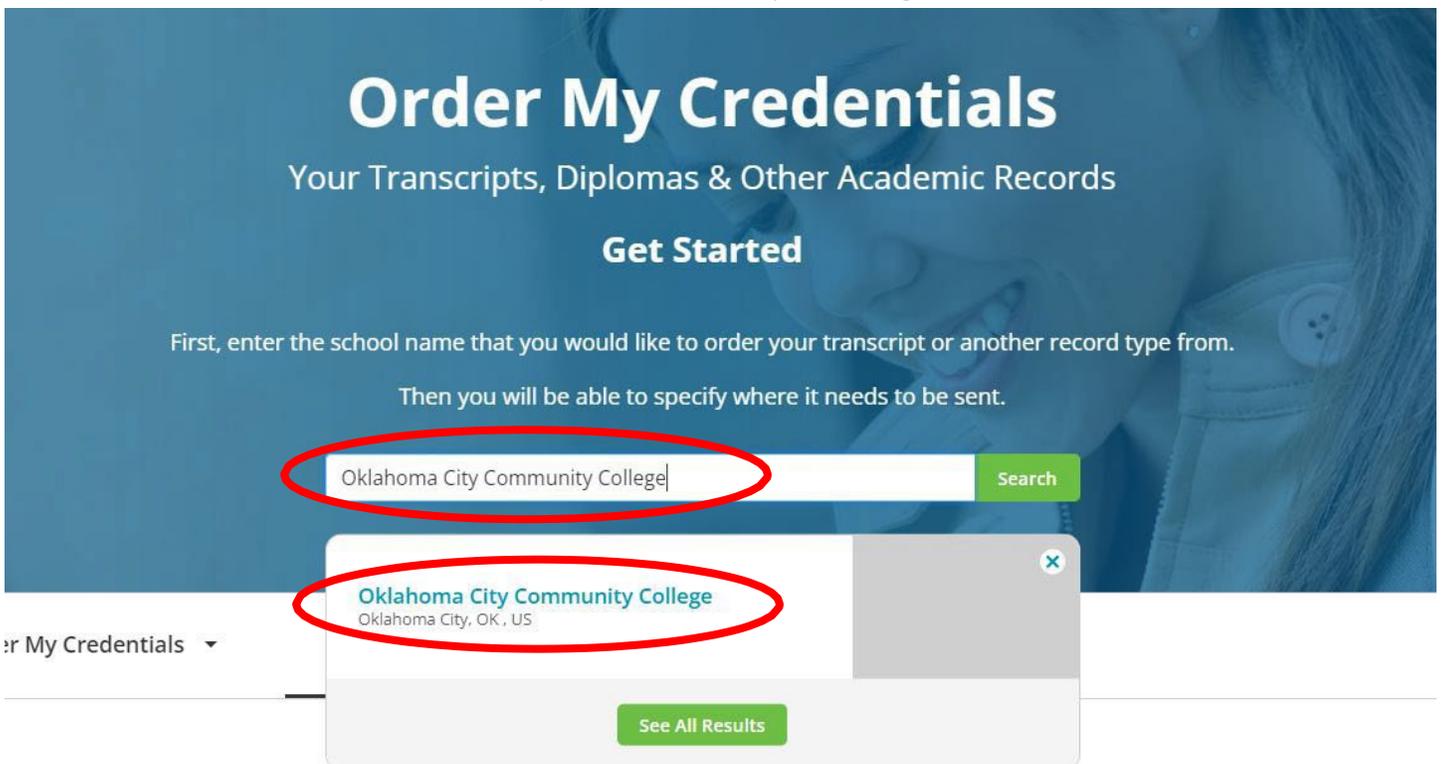


Please note: If you do not know your Student ID number, please use seven zeroes for the ID.

1) From Parchment, choose **Order my transcript or credentials.**



2) Search for **Oklahoma City Community College.**



Please note: If you do not know your Student ID number, please use seven zeroes for the ID.

3) Choose the **left** option and enter **email address** to begin order.

Ordering your own credentials or academic records

OR

Someone else

A MESSAGE FROM OKLAHOMA CITY COMMUNITY COLLEGE

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.

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

START HERE - ENTER YOUR EMAIL ADDRESS

arg@occc.edu

Continue

* All items marked with a red asterisk are required

4) Choose **Order** to begin the transcript order. If Oklahoma City Community College is not an option, go to Step 5. If it is an option, go to Step 6.

Oklahoma City Community College
Oklahoma City, OK

Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Transcript

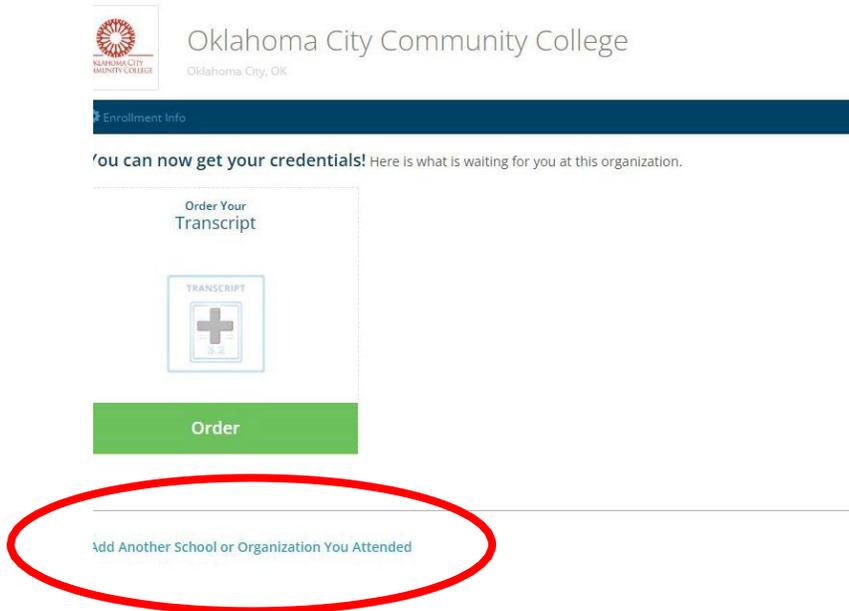
TRANSCRIPT

Order

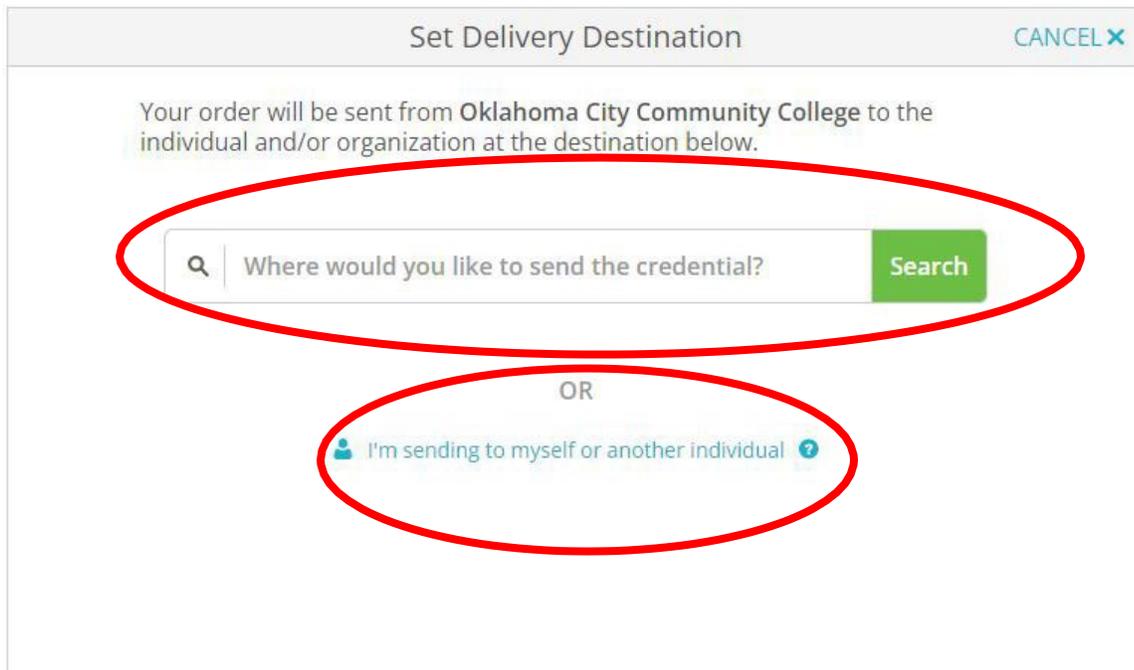
Add Another School or Organization You Attended

Please note: If you do not know your Student ID number, please use seven zeroes for the ID.

5) Choose **Add Another School or Organization You Attended** and add Oklahoma City Community College.



6) Search for the college/university OR choose “I’m sending this to myself or another individual.”



Please note: If you do not know your Student ID number, please use seven zeroes for the ID.

Your order will be sent from **Oklahoma City Community College** to the individual and/or organization at the destination below.

Q | University of Central Oklahoma | Search

University of Central Oklahoma
Edmond, OK, US

OR

Set Delivery Destination CANCEL X

Your order will be sent from **Oklahoma City Community College** to the individual and/or organization at the destination below.

Q | Where would you like to send the credential? | Search

OR

 I'm sending to myself or another individual 

I am sending this order to myself

I am sending this order to another individual

Please note: If you do not know your Student ID number, please use seven zeroes for the ID.

7) Enter order information required, sign the order electronically and review the order summary.

 Transcript
For: Kristi Key

 FROM
Oklahoma City Community College
Oklahoma City, OK

 TO
University of Central Oklahoma

Delivery Method: **Electronic**

Credential Fee: \$5.00

Item Total: \$5.00

* When do you want this sent? Purpose

Send Now Admission

Would you like to add an attachment file? (optional) [Add An Attachment](#)

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

OCCC Middle Name Student

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

CONTINUE

Please note: If you do not know your Student ID number, please use seven zeroes for the ID.

8) Enter payment information.

Payment Information

Enter first and last name as it appears on credit card

✓ OCCC	✓ Student	
* Credit Card Number		
* Exp Month	* Exp Year	* CVV

Order Total: \$5.00
\$5.00 will be charged to this card.

* Phone

Billing Address [Use different billing address](#)

United States of America

* 7777 S May Ave

Address 2

* Oklahoma City	Oklahoma	* 73159-4419
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Submit Payment

9) Check email for order confirmation and notification of completion once received by recipient.