

Upon following the link to Parchment from either your OASIS account or the Farmingdale State College website, you will be asked to enter your email address:

The screenshot shows a web browser window with the URL `registration.parchment.com/member/7f4ac4ba-c55c-11ec-b41b-06b19fa7bab0`. The page is titled "Learner Account" and features the Farmingdale State College logo and address: "Farmingdale State College, 2350 Broadhollow Rd Farmingdale, NY 11735-1006".

There are two main options for ordering:

- Ordering your own credentials or academic records**: Represented by a green icon of a person with a checkmark.
- Ordering on behalf of someone else**: Represented by a blue icon of three people.


The registration process begins with the prompt "START HERE - Enter Your Email Address". A text input field contains the word "Email" in red, indicating a required field. Below the input field is a "Continue" button. A note states: "All items with a red asterisk are required." At the bottom, a small text line reads: "By signing up you agree to the Parchment terms of use and privacy policy."

The footer of the page includes the Parchment logo and links for "Terms of Use" and "Privacy Policy".


When logging in through OASIS, you will be redirected to your student account.

If this is your first-time using Parchment, you will be asked to create an account. Use an email address that you will continue to use after you graduate.

2350 Broadhollow Rd Farmingdale, NY 11735-1006




Ordering your own  
credentials or  
academic records



Ordering on behalf  
of someone else

**ENTER YOUR PERSONAL INFORMATION**





<input type="text" value="* First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="* Last Name"/>
<input type="text" value="* Month of Birth"/> ▾	<input type="text" value="* Day of Birth"/> ▾	<input type="text" value="* Year of Birth"/> ▾
<input type="text" value="* Highest Level Of Education"/> ▾		

**ENTER YOUR CONTACT INFORMATION**

<input type="text" value="* Country"/> ▾	<input type="text" value="* Mobile Phone"/>	
<input type="text" value="* Address Line 1"/>	<input type="text" value="Address Line 2"/>	
<input type="text" value="* City"/>	<input type="text" value="State"/>	<input type="text" value="* Postal Code"/>

**SET A PARCHMENT PASSWORD** [Password Requirements](#)

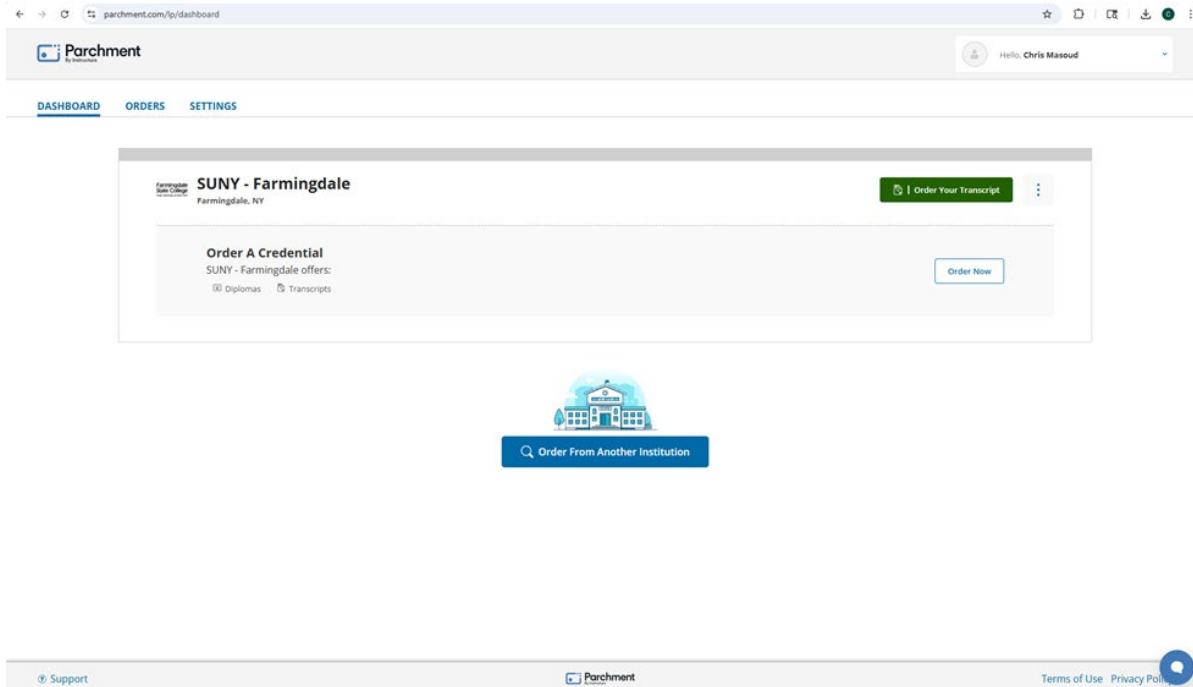
<input type="text" value="* Password"/> 	<input type="text" value="* Retype Password"/> 
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Create Account & Continue

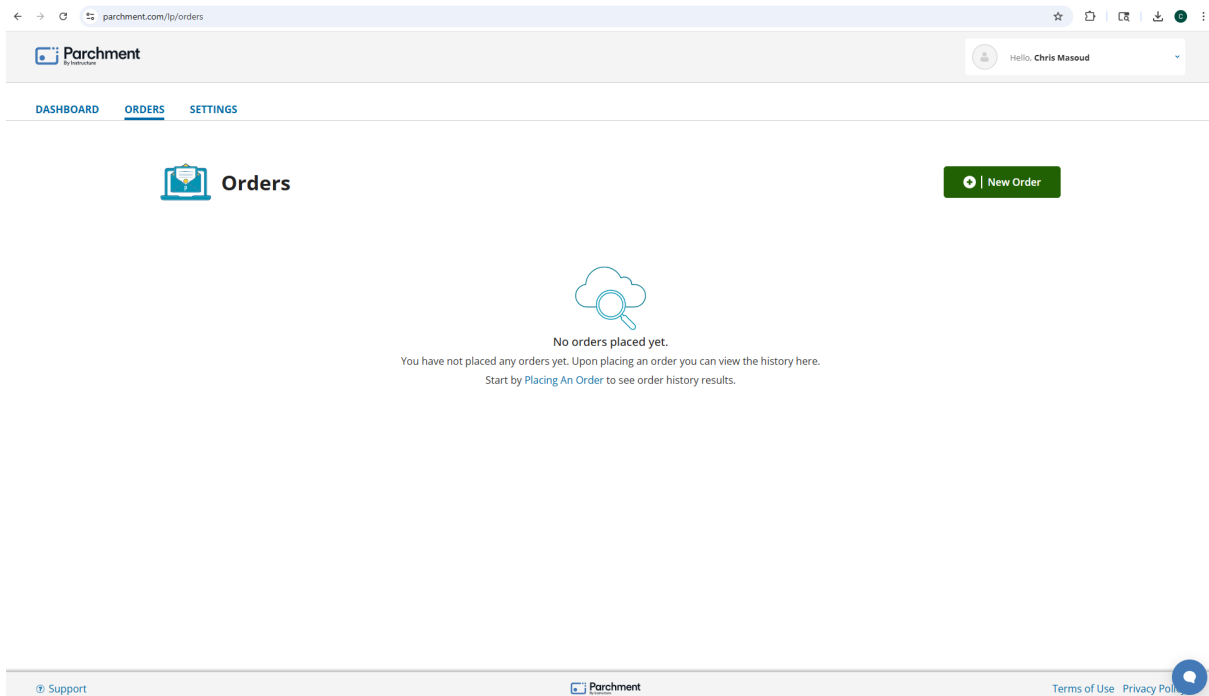
\* All items with a red asterisk are required.

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

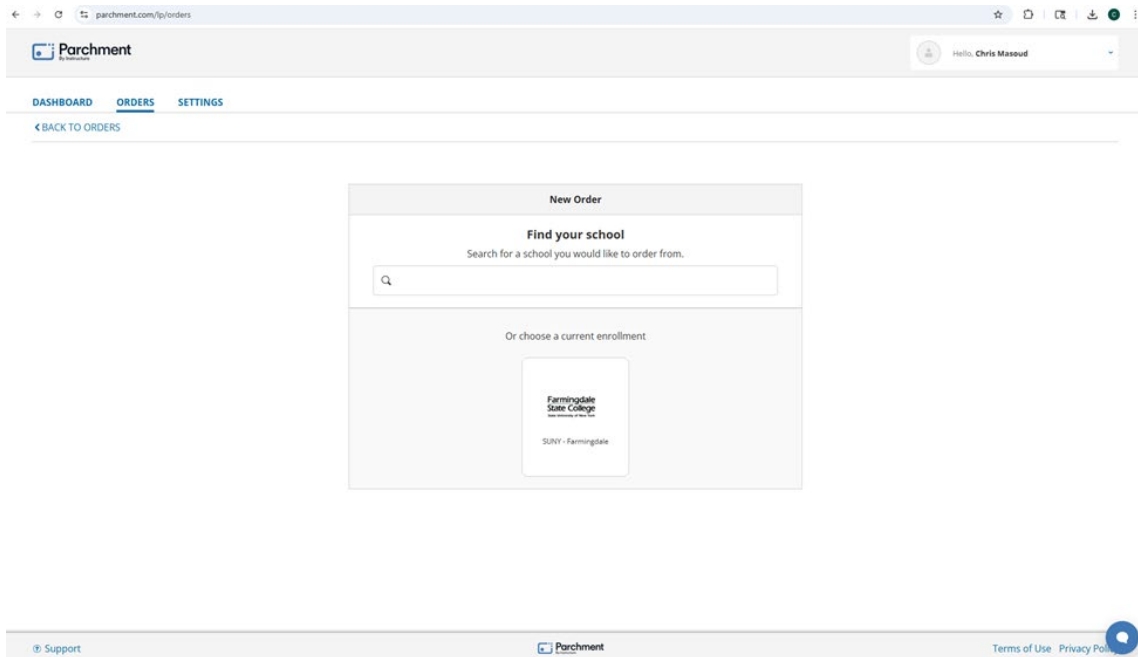
Once you log in or create a Parchment account, the dashboard will list the schools associated with your account, as well as what documents are available for order:



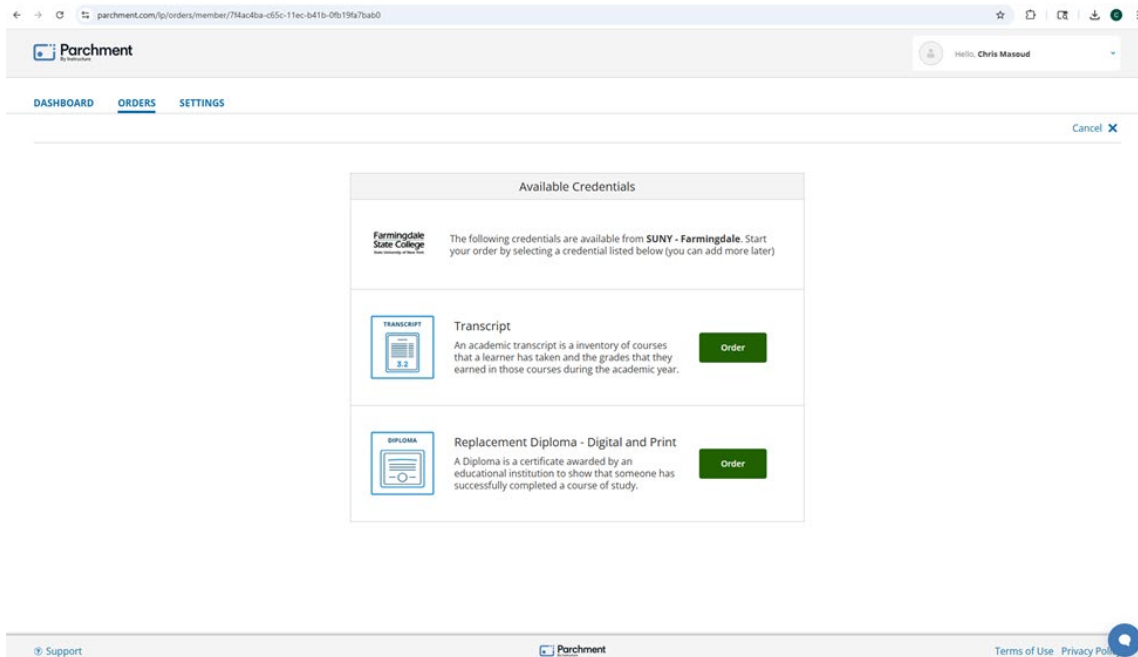
In the “ORDERS” tab, you can see your previous orders and/or start a new one:



When starting a new order, you will need to select the school:



After selecting the school, a list of documents available for order will be shown:



Select the document you are looking to order and follow the steps through Parchment to have your document sent.

For questions related to transcript or diploma ordering issues, please contact [Parchment Support Customer Service](#) .

Phone: **847-716-3005**

Hours: Monday–Thursday: 6:00 a.m. – 7:00 p.m. (EST)

Friday: 8:00 a.m. – 5:00 p.m. (EST)

If you need to reset your password, please contact the Registrar’s Office at **934-420-2776**. during normal business hours: Monday–Friday, 8:30 a.m. – 4:30 p.m.