

Setting up Parchment

****Start on BNL homepage****

<http://nlcs.k12.in.us/bnl>

Click the following tabs in order

Our School>High School Transcripts

To set up a New User Parchment Account:

1. Click “New Learner Account”
2. Select “I do not have a registration code”
3. Enter full legal name, as it is listed in PowerSchool
4. **DO NOT** check box “I am parent/legal guardian”
5. Enter information for “DOB” and “Gender”
6. Enter high school “**Start Year**”, your Freshman year.
7. For “**Last Year Attended**”, enter your expected year of graduation.
8. In “Highest Level of Education” for **seniors**, select **12th Grade**
9. Enter a valid email address. **DO NOT USE YOUR SCHOOL EMAIL!** Choose some other email that you can easily and regularly check, even beyond your years at BNL. Set up a new Parchment password and **write it down!**

****To complete setup for a parchment account, you will need a *verification code* sent to the email address you provided.**

***** There is a question about waiving your right to access information. Read through that section before deciding how to answer.**

****** Ordering high school transcripts is free for current students. Simply select a destination in the search box, then choose “order”. We will send your transcript electronically from here to there.**

*****ONLY SEND your high school transcript to a college and university AFTER YOU HAVE completed and **SUBMITTED YOUR APPLICATION FOR ADMISSION** to that school. If you send your transcript before you apply to the college, the transcript just sits there in emptiness. The college has no one to attach it to. This will eventually prompt multiple emails from that school requesting your transcript, which has already been sent.**