

# ORDER YOUR OFFICIAL SAN JUAN COLLEGE TRANSCRIPTS ONLINE

\$5.00 each for electronic delivery  
\$5.00 each +\$2.50 for USPS mail delivery  
\$5.00 each for pickup at SJC Enrollment Services front counter (allow 2 hours)  
\$5.00 each +\$25.00 for FedEx Overnight – NO PO BOX ADDRESSES (must be requested by 2PM)

- Go to: <https://sanjuancollege.edu/transcripts>
- Click 'Order Official Transcript Electronically'
- If you are a first time user, you will click 'Create Account' and enter the required information.
- Returning users may enter their login credentials and proceed to 'Sign In' or complete the forgotten password prompts to reset login credentials.
- Upon registration/login, you will be directed to choose your destination. You may complete a search to find participating institutions or application services at this point.
- Enter the recipient and continue to search. You will be directed to select a recipient from the search results list. If your destination is not found, you may click 'Enter Your Own' to proceed.
  - a. If you are sending to an email address, please select 'Send to Yourself, Another Individual or Third Party' and choose 'eTranscript' on the product type screen. You will be prompted to enter a recipient name and email address to continue. Once confirmed, you will be directed to the 'Order Details' screen.
  - b. If you are sending the transcript to a physical address or institution not listed in the recipient search, please select 'Send to Yourself, Another Individual or Third Party' and choose 'Paper Transcript – Mailed' on the product type screen. You will be prompted to enter a recipient name and physical address to continue. The ordering system will validate the address and provide order options for processing time and mailing method. Once confirmed, you will be directed to the 'Order Details' screen.
- For recipients in the Parchment network, the institution's preferred method of document transmittal will be listed on the 'Order Details' screen. Current students will also have options on this page to hold transcripts for grades or degree to post in the current term. An attachment may be provided in this screen – if you are submitting a transcript matching form, letter of recommendation, supplemental documentation, etc., please use this option to provide your documents to the recipient. When your order details are complete, you may continue to review your shopping cart items.
- If you would like to order additional transcripts, click 'Continue Shopping' to be directed to the recipient search page. If you are ready to proceed, click 'Checkout' to be directed to the FERPA consent page.
- After reviewing the FERPA information, please check 'I ACCEPT' and click 'Next' to proceed to payment.
- Enter your credit card information and review your billing address. Once complete, click 'Next' to continue.
- Review your order and click 'Confirm' to place your order. You will receive an order number and email receipt upon completion.

*Should you require additional information or further assistance, please contact Tifnie Van Eckhoutte at [vaneckhoutt@sanjuancollege.edu](mailto:vaneckhoutt@sanjuancollege.edu) or (505)566-3335.*

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## Frequently used institution addresses that may not be in the Parchment directory:

### ONNSFA Email Addresses:

Shiprock: [onnsfashiprock@navajo-nsn.gov](mailto:onnsfashiprock@navajo-nsn.gov)

Chinle: [onnsfachinle@navajo-nsn.gov](mailto:onnsfachinle@navajo-nsn.gov)

Ft. Defiance: [onnsfacentral@navajo-nsn.gov](mailto:onnsfacentral@navajo-nsn.gov)

Tuba City: [onnsfatubacity@navajo-nsn.gov](mailto:onnsfatubacity@navajo-nsn.gov)

Crownpoint: [onnsfacrownpointnm@navajo-nsn.gov](mailto:onnsfacrownpointnm@navajo-nsn.gov)

**VTNE/AAVSB Electronic Address:** [vettech@aavsb.org](mailto:vettech@aavsb.org)