

8/22/2023

Order Official San Juan College e-Transcripts

- Go to www.sanjuancollege.edu/transcripts/
- Click the link that reads **Order Official Transcript Electronically**
- **NOTE: If you send an official transcript to yourself and try to forward it to another institution, it will not be considered official. Send directly to the institution.**

If you already have an account through Parchment via another school or if you have ordered an e-transcript from us previously, you will need to login using those same credentials.

- o **If you do not have an account, you will need to create one using a personal email/password**



Learner Account



San Juan College
4601 College Blvd, Farmington, NM, 87402-4699, US

 Ordering your own credentials
or academic records

OR

 Ordering on behalf of
someone else

A MESSAGE FROM SAN JUAN COLLEGE

GED - Go to www.diplomasender.com to order GED transcript

Grades for the SUMMER 2023 term will be posted by August 14, 2023, and degrees will be posted by September 8, 2023. Any requests for transcript orders to be held for grades/degrees will be processed after the Summer semester has ended.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

* All items marked with a red asterisk are required

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

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After entering your email and clicking **Continue**, you will go to the next page where you will enter your personal information:

ENTER YOUR PERSONAL INFORMATION



* First Name	Middle Name	* Last Name
* Month Of Birth 	* Day Of Birth 	* Year Of Birth 

* Highest Level Of Education 

ENTER YOUR CONTACT INFORMATION

* Cell Phone

US

* Address 1

Address 2

* City	State/Province	* Postal Code
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CHOOSE A PASSWORD

* Password	* Retype Password
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CREATE ACCOUNT & CONTINUE

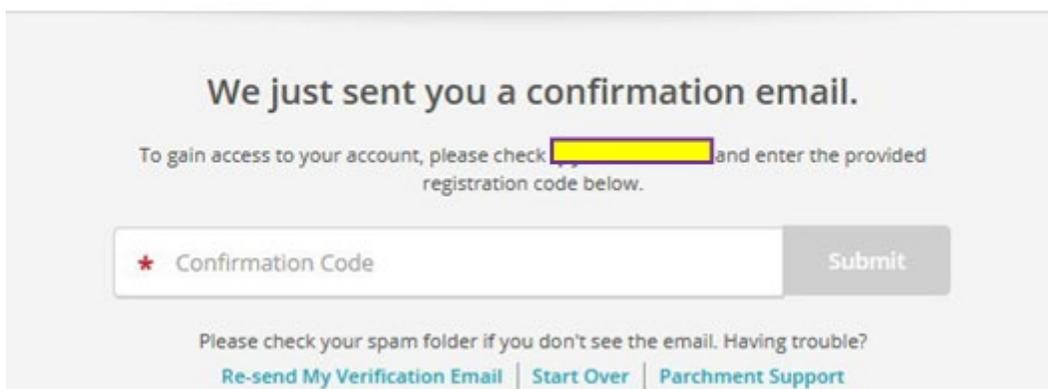
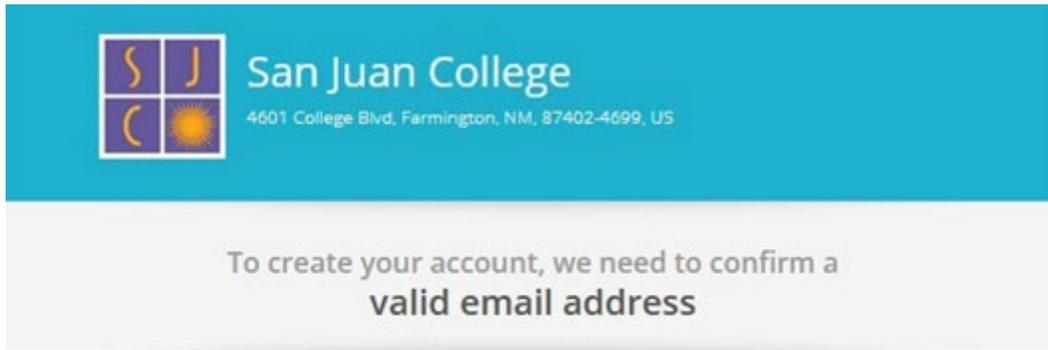
* All items marked with a red asterisk are required.

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

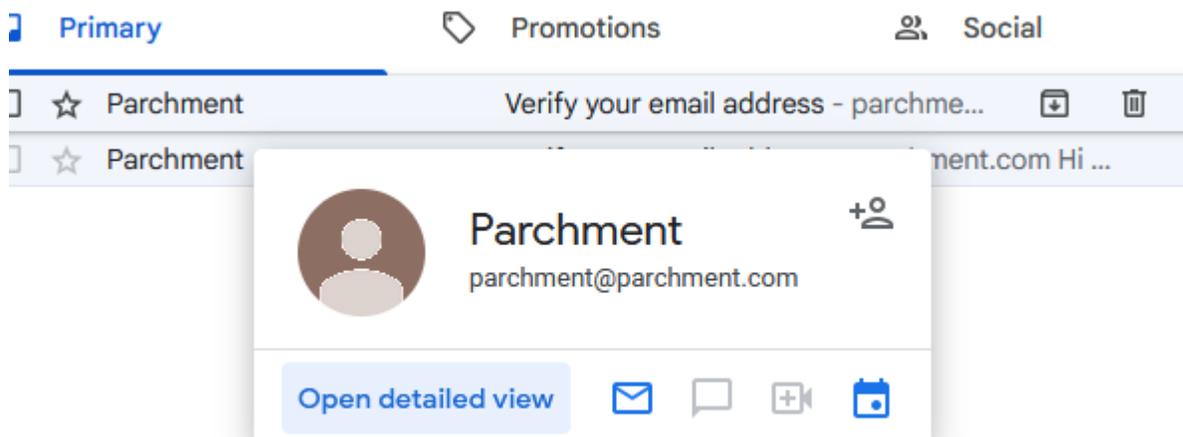
If you are having trouble validating your address, you will need to contact Parchment. Their phone number and online form are at the end of this document.

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After clicking on **Create Account & Continue**, you will receive an email to confirm your registration to Parchment:



The confirmation email will be coming from Parchment@parchment.com and the subject line of the email will read **Verify Your Email Address** –



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Hi [REDACTED],

Click the button below to verify that this is your email address or enter your verification code into the page you were just on:

Verify Your Email Address

OR

Enter Your Verification Code:

Verification Code

Welcome to Parchment! We're happy to have you here.

Thank you,
The Parchment Team

After clicking the green button in your verification email, or entering the verification code into Parchment, you will now be able to add **San Juan College** to your Parchment account by clicking on the "+" icon –



Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Search by high school or college name

[Advanced Search](#) ▾

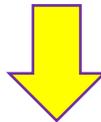


Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

San Juan College

[Advanced Search](#) ▾



School/Organization	Location	Type	
San Juan College	Farmington, NM, US	College /Undergraduate	<input type="button" value="ADD"/>
San Juan College High School	Farmington, NM, US	High School	<input type="button" value="ADD"/>

On the next page, fill in your student information

- You can call our office (505-566-3335) or email transcripts@sanjuancollege.edu to get your student ID# and the years of your attendance

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Below is an example using fake student Morgan Test of how to fill out the form –

[CANCEL](#) ✕

NAME Morgan Test [✉](#)
DOB JAN 1, 1989

Some additional information related to your enrollment is required below.



San Juan College
would like you to provide the following information:

* Are you currently enrolled?
 Yes, currently attending

* Your first year of attendance ⌵ * Expected Graduation/Leave Year ⌵

* Your Student ID Number * Your last 4 SSN [Don't have one?](#)

* Please verify your name while attending
 Morgan Test
 Other name variation or maiden name

* First Name Middle Name * Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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It is helpful to us to include all name variations/past names while creating your account in case our office needs to manually process your order

At the bottom of the page, you can choose to finish creating your Parchment account *WITHOUT* placing an order (click the checkbox), or you can continue your account creating where you can then place your order –

[Don't have one?](#)

* Please verify your name while attending
 Morgan Test
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

CONTINUE

* All items marked with a red asterisk are required.

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After clicking **Continue**, the next page will allow you to start ordering your official transcript from San Juan College –

Available Credentials CANCEL ✕



The following credentials are available from **San Juan College**. Start your order by selecting a credential listed below (you can add more later)



Transcript
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

[Order](#)

After clicking **Order**, please note on the following page the information regarding important dates for the current semester –

◀ BACK Set Delivery Destination CANCEL ✕

Your order will be sent from **San Juan College** to the individual and/or organization at the destination below.

GED - Go to www.diplomasender.com to order GED transcript

****Grades for the SUMMER 2023 term will be posted by August 14, 2023, and degrees will be posted by September 8, 2023. Any requests for transcript orders to be held for grades/degrees will be processed after the Summer semester has ended.****

[Search](#)

OR

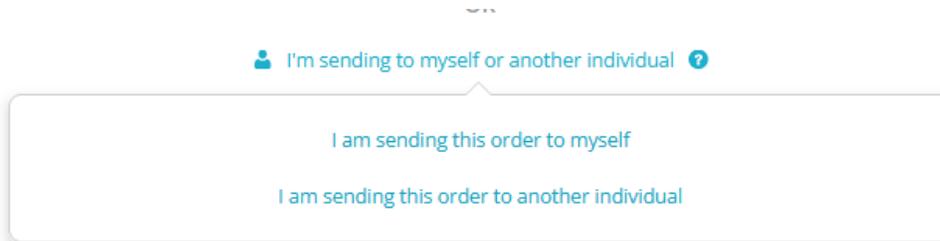
[I'm sending to myself or another individual](#) ?

On this page, you can either type in the school's name and search, or you can click the blue link

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Clicking the blue link will give you 2 options:

- Send the transcript to yourself, OR
- Send the transcript to another individual



If you choose to send to another individual, this is where you will have 3 options:

- you can manually enter the receiver's email address so they may receive an e-transcript, OR
- you can manually enter a physical address for the transcript to be mailed as a physical copy, OR
- you can choose to place an order for local pick-up at our office.

Here is what each option looks like:

A screenshot of a web form titled "Set Delivery Destination". At the top, there are "BACK" and "CANCEL" links. Below the title, a message states: "Your order will be sent from San Juan College to the individual and/or organization at the destination below. Select a delivery method for your order". Three options are presented with icons: "Electronic Delivered By Email" (highlighted with a purple box), "Print & Mailed Printed On Paper & Mailed", and "Local Pickup In-Person Pickup". Below these is a section titled "RECIPIENT INFORMATION" with three required text input fields: "School Name, Business, Person, or Your Name", "Recipient's Email", and "Retype Email". A "Continue" button is at the bottom of the form.

[← Back to search](#)

Your order will be sent from **San Juan College** to the individual and/or organization at the destination below. Select a delivery method for your order


Electronic
Delivered By Email


Print & Mailed
Printed On Paper & Mailed


Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

Attention Phone

* Country ▼

* Address 1

Address 2

* City State/Province * Postal Code

 **Need this delivery expedited?**

Add rush delivery via FedEx 

Additional fees will be applied

Continue

← BACK Set Delivery Destination CANCEL ×

Your order will be sent from San Juan College to the individual and/or organization at the destination below. Select a delivery method for your order

 **Electronic**
Delivered By Email

 **Print & Mailed**
Printed On Paper & Mailed

 **Local Pickup**
In-Person Pickup

LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. Pickup times and days may vary, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

I will be picking this order up myself

I would like to allow another person to pick this order up on my behalf

* Telephone

PICKUP DETAILS

* Select

Select

* Please confirm the following to continue with this option.

I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

Continue

If you choose this option, please notify our office by calling 505-566-3335 or email transcripts@sanjuancollege.edu

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If you choose to search for your school/recipient, you can type their name in the search box and click the blue ribbon labeling your recipient –

Q | fort lewis college | Search

Fort Lewis College
Durango, CO, US

Sullivan University -- Fort Knox
Fort Knox, KY, US

Colorado State University, Fort Collins
Fort Collins, CO, US

University of Arkansas - Fort Smith
Fort Smith, AR, US

TYPE: College / University

ADDRESS: 1000 Rim Dr
Durango, CO 81301-3999
US

[See All Results](#)

Not finding what you're looking for?

Enter Your Own

SHOWING 1-4 OF 100

← 1 2 3 4 5 6 7 ... 25 →

You will then be taken to the **Item Details** page where you can choose to have your transcript to **Send Now**, **Hold For Degree**, or **Hold For Grades**. In this example, we are sending the transcript now –

← BACK CANCEL ×

Item Details

Transcript
For: Morgan Test

FROM

San Juan College
Farmington, NM

TO

Fort Lewis College

e Delivery Method: **Electronic**

Credential Fee: \$5.00

Item Total: \$5.00

*** When do you want this sent?**

Send Now

📎 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

* First Name	Middle Name	* Last Name
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***** I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

***** All items marked with a red asterisk are required to submit this form.

After electronically signing your name and clicking on the consent box and clicking **continue**, you will then be taken to the **Order Summary** page –

[← BACK](#) [CANCEL ×](#)

Order Summary

! Your order has not been placed yet. Please review and complete the order below
Here's your order summary Morgan [Collapse All](#)

FOR	Test, Morgan	1	\$5.00	
ITEM	Transcript		\$5.00	
FROM	San Juan College			
TO	Fort Lewis College, Durango, CO			

[+ Add another item for Morgan Test](#)

Total Credential Fees \$5.00

Order Total \$5.00

[CONTINUE](#)

Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

After clicking **continue**, you will then be taken to the payment page –

PARCHMENT SECURE PAYMENT GATEWAY
Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

Payment Information

Enter first and last name as it appears on credit card

<input checked="" type="checkbox"/> Morgan	<input checked="" type="checkbox"/> Test	
* Credit Card Number		
* Exp Month <input type="text"/>	* Exp Year <input type="text"/>	* CVV <input type="text"/>

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

* Phone

Billing Address [Use different billing address](#)

<input checked="" type="checkbox"/> United States of America	<input type="text"/>	
<input checked="" type="checkbox"/> 4601 College Blvd	<input type="text"/>	
Address 2		
<input checked="" type="checkbox"/> Farmington	* State/Province <input type="text"/>	<input checked="" type="checkbox"/> 87402

[Submit Payment](#)

* All items marked with a red asterisk are required to submit this form.

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After submitting your payment, you will then load onto a new page which will be the **Order Confirmation** page.

- You will also be emailed a copy of your Parchment order, which will include the **Document ID** code which is an 8-character combo of letters and numbers.
 - o This code can be used by institutions to look up your order.

Additional Registration & Records Resources

- If you need your student ID#, dates of attendance, program of study, an unofficial transcript or a letter of nonattendance (when your transcript order results in a blank transcript), you can call 505-566-3335 or email transcripts@sanjuancollege.edu
- If you earned your GED through San Juan College, the GED transcripts will need to be ordered from www.diplomasender.com

Additional Parchment Resources

- Link to Parchment's Help Articles for Transcripts: https://parchment.my.site.com/s/transcript-support?language=en_US
- Parchment's customer support number is 1-(888)-662-0874
- Link to Parchment's **Contact Support** form: https://parchment.my.site.com/s/contactsupport?language=en_US