

How to Order Official HCC Transcripts

1. Go to [HCC Parchment Ordering website](https://www.hcfl.edu/admissions/office-registrar/request-hcc-transcripts), located on the <https://www.hcfl.edu/admissions/office-registrar/request-hcc-transcripts> page. (Alternative: In MyHCC, go to Academic Records tab, and click Request HCC Transcript)
2. Create an account or log in if you already have an account.

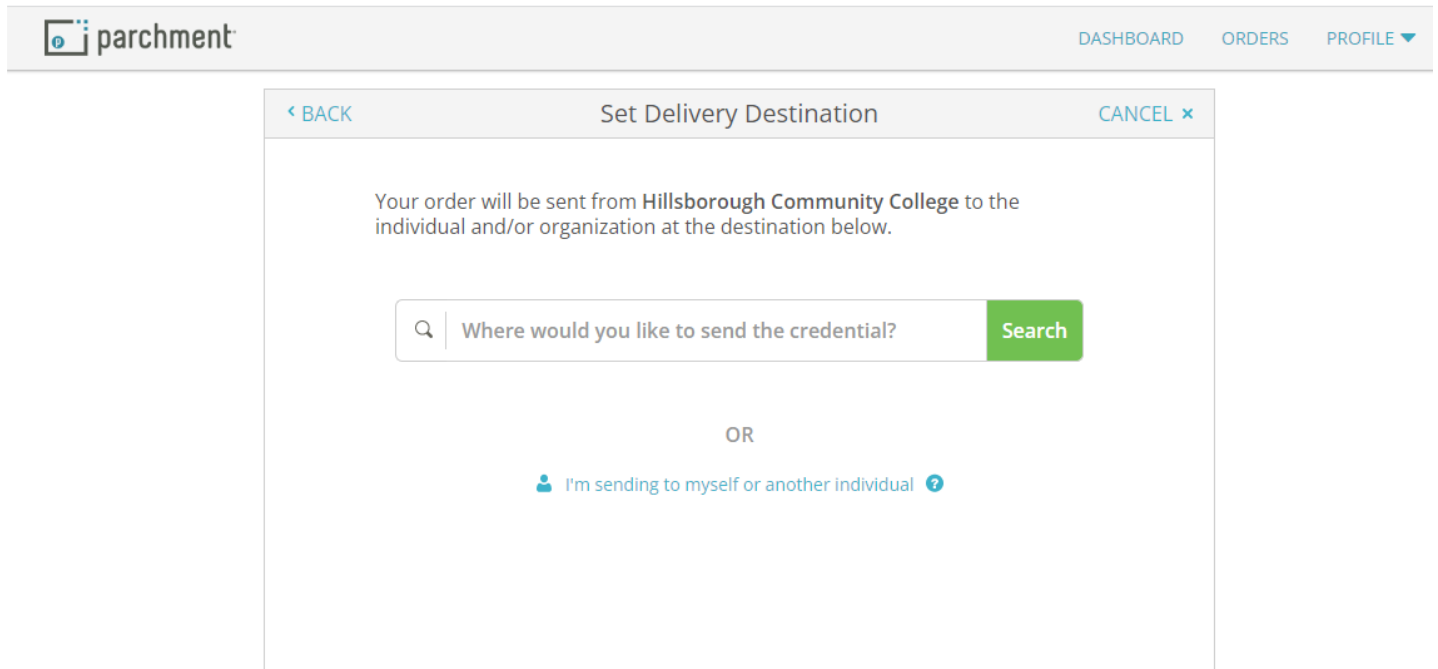
The screenshot shows the 'Learner Account' page for Hillsborough Community College. At the top, there is a navigation bar with the Parchment logo and links for 'DASHBOARD', 'ORDERS', and 'PROFILE'. The main header features the college's logo and name, along with its address: '1602 N. 15th St., Tampa, FL, 33605, US'. Below this, a message from the college welcomes the user and explains the service. A section titled 'START HERE - ENTER YOUR EMAIL ADDRESS' contains a text input field with a red asterisk and the label 'Email', and a 'Continue' button. A note at the bottom states 'All items marked with a red asterisk are required'. At the very bottom, a small link indicates that signing up agrees to the Parchment terms of use and privacy policy.

3. Fill in your personal information.

The screenshot shows the 'Ordering From' section for Hillsborough Community College. It displays the college's logo and name, along with its address: '1602 N. 15th St., Tampa, FL, 33605, US'. Below this, the user's personal information is shown: 'NAME Ayako Miyakoshi' and 'DOB DEC 31, 1998'. A note states 'Some additional information related to your enrollment is required below.' The form then asks for enrollment details. The question 'Are you currently enrolled?' has a dropdown menu with 'Yes, currently attending' selected. The question 'What was your first year of attendance?' has an empty text input field. The question 'Expected Graduation/Leave Year' has a text input field with '2022' entered. Below these, there are two more questions: 'Your Student ID Number' with a text input field containing '1155508', and 'Your last 4 SSN' with an empty text input field. At the bottom, there is a note 'Please verify your name while attending' and two radio button options: 'Ayako Miyakoshi' (selected) and 'Other name variation or maiden name'.

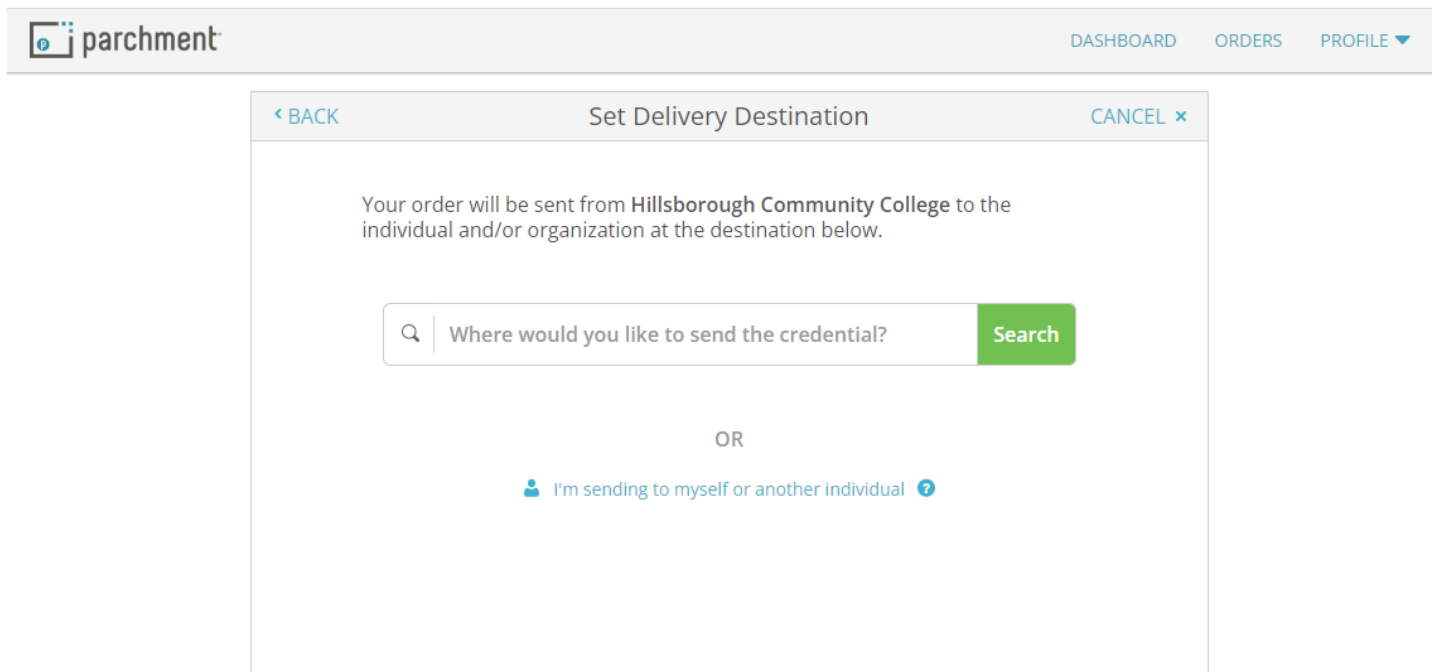
Once you have logged in, you have two delivery options to choose from.

1. If you need an **eTranscript (electronic)** to be sent directly to a university, type the institution name into the search box and hit “Search”.



The screenshot shows the Parchment website header with the logo on the left and navigation links for DASHBOARD, ORDERS, and PROFILE on the right. Below the header is a modal window titled "Set Delivery Destination" with a "BACK" button on the left and a "CANCEL" button on the right. The main text inside the modal reads: "Your order will be sent from Hillsborough Community College to the individual and/or organization at the destination below." Below this text is a search input field with a magnifying glass icon on the left, the placeholder text "Where would you like to send the credential?", and a green "Search" button on the right. Below the search field, the word "OR" is centered. Underneath "OR" is a blue link with a person icon that says "I'm sending to myself or another individual" followed by a question mark icon.

2. If you need a **paper copy** to be sent to a University, select “Send to Yourself, Another Individual, or Third Party”. Then follow the prompt.



This screenshot is identical to the one above, showing the same "Set Delivery Destination" modal window. It includes the Parchment header, the modal title and buttons, the explanatory text, the search input field with the "Search" button, the "OR" separator, and the "I'm sending to myself or another individual" link.