

# How to Order Official HCC Transcripts

1. Go to [Parchment Ordering site](https://www.hccfl.edu/admissions/ask-registrar/request-hcc-transcripts), located on the <https://www.hccfl.edu/admissions/ask-registrar/request-hcc-transcripts> page.
2. Create an account or log in if you already created an account.
3. Fill in your personal information.

The screenshot shows the top navigation bar of the HCC Parchment Ordering site. The navigation bar includes the HCC logo and a progress indicator with six steps: 1. Login or Register (highlighted), 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the navigation bar, there are two main sections: 'New User' and 'Returning Users'. The 'New User' section contains instructions for creating a new account and a 'Create Account' button. A large red arrow points to the 'Create Account' button. The 'Returning Users' section contains instructions for logging in and a 'Sign In' button. There are also links for 'Forgot your password?' and 'Sign In'.

The screenshot shows the 'Address Details' form on the HCC Parchment Ordering site. The form is titled 'Address Details' and includes a 'NOTE: If you have already created an account, please login.' The form fields are: First Name, Middle Name, Last Name, Street Address, Address Line 2, City, State/Province, Post/Zip Code, Country, and Telephone. Each field has a red asterisk indicating it is required. The City field has a note: '(Military Addresses: enter APO, DPO, or FPO)'. The State/Province field has a dropdown menu with 'Please select ...' as the selected option. The Country field has a dropdown menu with 'United States' as the selected option. The Telephone field has a note: '(eg. 555-555-5555)'. Below the form, there is a section for 'Authentication Details'.

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 a web browser window with the URL `nt.com/send/adds/index.php?main_page=receiver_search&document_type=transcript&detail=Transcript&s_id=5d6OvrtQQoouUKqB`. The browser's address bar shows "Learning Styles", "SEVIS - Login Page", "HCC Hillsborough Commu", "Bookmarks", and "Apple". The website header includes navigation links: "Home | My Account | Order Status | Support | Contact Us" and a shopping cart status: "Shopping Cart: \$0 | Sign Out". The HCC logo is prominently displayed. Below the logo, a progress bar indicates the current step: "2. Select Documents", with other steps being "1. Login or Register", "3. Order Details", "4. Provide Consent", "5. Payment", and "6. Review Order". The main content area asks, "Where would you like your document(s) sent?" and features a search input field with the placeholder text "Institution Name, Acronym, Location, or Email" and a blue "SEARCH" button. A large red arrow points down to the search input field. Below the search field, there is a link that says "Or Send to Yourself, Another Individual, or Third Party". The footer contains the text: "Parchment Ordering Service v2.9", "Copyright © 2006-2016 Parchment Inc. All Rights Reserved.", "Privacy Policy. Refund Policy.", and "07:55am PST 03".

- 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.

nt.com/send/adds/index.php?main\_page=receiver\_search&document\_type=transcript&detail=Transcript&s\_id=5d6OvrtQQoouUKqB

Learning Styles SEVIS - Login Page HCC Hillsborough Commu ★ Bookmarks Apple

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out



# HCC

HCC

1. Login or Register
- 2. Select Documents**
3. Order Details
4. Provide Consent
5. Payment
6. Review Order

Where would you like your document(s) sent?

Institution Name, Acronym, Location, or Email

**Or Send to Yourself, Another Individual, or Third Party** ←

Parchment Ordering Service v2.9  
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07:55am PST 03