


How to Order ACC Transcripts

STEP 1: Login to myACC Student Portal	To access myACC: go to http://www.arapahoe.edu and click on the blue myACC link. Enter your S# (ACC student ID#) and your password. If you have never logged into myACC, enter your default password – six-digit date of birth (MMDDYY). You will be prompted to answer security questions and change your password at this time.
STEP 2: Access “Student” Tab	From your “Student” tab in the school portal select “Order Official Transcripts” under the “Registration Tools” section. Select the Parchment “Order Transcript” button from the image on the right. 
STEP 3: Complete Parchment Registration Information	Enter your complete mailing address, telephone number, and email address. Click “Submit.”
STEP 4: Identify Where to Send Transcript	Search for receiving institution and select from options <u>OR</u> click on “Send to Yourself, Another Individual, or Third Party” option.
STEP 5: Select Transcript Type	Options may include: Etranscript, Paper Transcript Mailed, Paper Transcript Pickup, or School Attachment Mailed or Pickup
STEP 6: Select Order Options	If you selected “Mail” as the delivery method, then you will need to verify the delivery mailing address and also select the mailing method (i.e. Standard USPS, Fed Ex Overnight etc.). Otherwise it is prepopulated with your delivery method. “Purpose for Transcript” is optional. Select “Continue.”
STEP 7: Review Order Details	Check Order Details – you can checkout to move forward.
STEP 8: Complete Payment Information	Enter your payment method (VISA, MasterCard, or Discover are accepted). Review your billing address and name information, then edit if necessary to match credit card. Select the “Confirm” button.
STEP 9: Final Review	Review the order one last time, and then select Confirm. Once you receive your order number you may Log Off.

Official Transcript Type and Delivery	Charge
eTranscript: Electronic delivery	\$3.00
Paper Transcript: Mailed Standard USPS	\$3.00
Paper Transcript: Mailed USPS International	\$25.00
Paper Transcript: Fed Ex Overnight Domestic*	\$30.00
Paper Transcript: Fed Ex International*	\$45.00
Paper Transcript: Student Pick-up	\$10.00
Paper Transcript with Supplement Document Attached	Charge
Mailed from College Standard USPS	\$10.00
USPS International	\$30.00
Fed Ex Overnight Domestic	\$35.00
Express International	\$50.00
Student Pick-up	\$10.00
Third-Party Requests	Charge
Paper Transcripts requested by a third-party (learning institutions, businesses, law firms, etc.) must be accompanied by a current Release of Information form completed by the student. <i>Third-party requests are only delivered via standard USPS.</i>	\$5.00



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