



YES User Guide: Transcript Request

Students with an active YES account can request transcripts online. We recommend that students verify the accuracy of their academic record via the AAI application in YES prior to ordering a transcript.

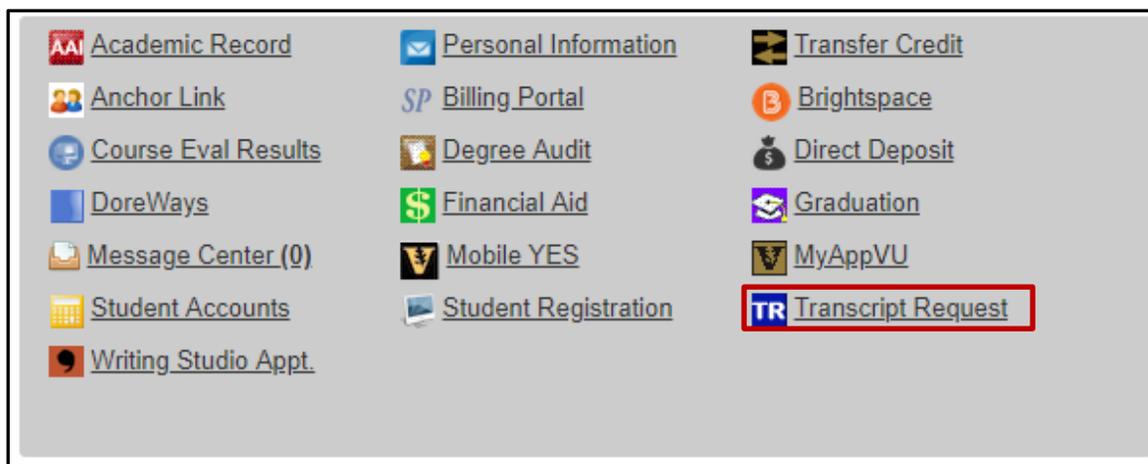
Contents

Accessing the Transcript Request Application	2
Creating a Profile in the Parchment System	2
Sending a Transcript to an Organization.....	4
Transcript Type	6
Sending a Transcript to an Individual.....	9
Checking Order Status	13
Parchment Support.....	14
Unofficial Transcripts	14



Accessing the Transcript Request Application

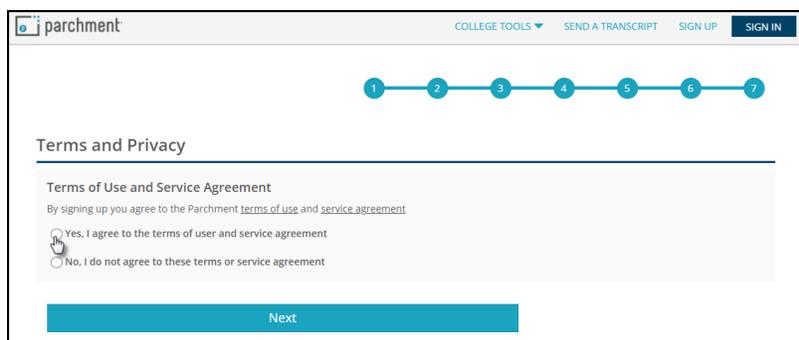
1. Log in to [YES](#) at yes.vanderbilt.edu.
2. On the student landing page, click **Transcript Request**.



Creating a Profile in the Parchment System

YES will automatically route you to the Parchment system for ordering a transcript. Before you can order a transcript, you must set up a user profile.

1. Review the Terms of Use and Service agreement and click next.





2. Enter your email address and select continue.

The screenshot shows the top of the registration page. It features the Vanderbilt University logo and name in a blue header. Below the header, there is a message from Vanderbilt University explaining the Parchment service. A section titled "START HERE - ENTER YOUR EMAIL ADDRESS" contains a text input field with a red asterisk on the left, a green "Continue" button, and a note that all items marked with a red asterisk are required. At the bottom, there is a link to the terms of use and privacy policy.

3. Enter your personal information and select create account and continue.

The screenshot shows the "ENTER YOUR PERSONAL INFORMATION" section of the registration page. It includes a text input field for the email address (jack.p.ryan@vanderbilt.edu) with a checkmark icon. Below this are several input fields: a first name field with a red asterisk, a middle name field, a last name field with a red asterisk, and a birth date section with dropdowns for month, day, and year, each with a red asterisk. There is also a dropdown for the highest level of education with a red asterisk. The "ENTER YOUR CONTACT INFORMATION" section includes a cell phone field with a red asterisk, a country dropdown (United States of America), an address 1 field with a red asterisk, an address 2 field, and fields for city, state/province, and postal code, each with a red asterisk. The "CHOOSE A PASSWORD" section has password and retype password fields, both with red asterisks. A grey "CREATE ACCOUNT & CONTINUE" button is at the bottom, along with a note that all items marked with a red asterisk are required.



4. Fill out your enrollment information and select continue.

The screenshot shows a web form titled "Enrollment Information" with a "CANCEL X" link in the top right. The form contains the following fields and options:

- NAME: [Redacted] ✓
- DOB: [Redacted]
- Text: "Some additional information related to your enrollment is required below."
- Vanderbilt University logo and text: "Vanderbilt University would like you to provide the following information:"
- Question: "Are you currently enrolled?" with a dropdown menu showing "Yes, currently attending".
- Question: "What was your first year of attendance?" with an input field.
- Question: "Expected Graduation/Leave Year" with an input field.
- Question: "Your Student ID Number" with an input field.
- Question: "Your last 4 SSN" with an input field and a link "Don't Have One?".
- Question: "Please verify your name while attending" with two radio button options: "Yes, currently attending" (selected) and "Other name variation or maiden name".
- Checkbox: "Finish creating my Parchment account without placing an order right now." (unchecked).
- Button: "CONTINUE" at the bottom.

Sending a Transcript to an Organization

YES will automatically route you to the Parchment system to order a transcript.

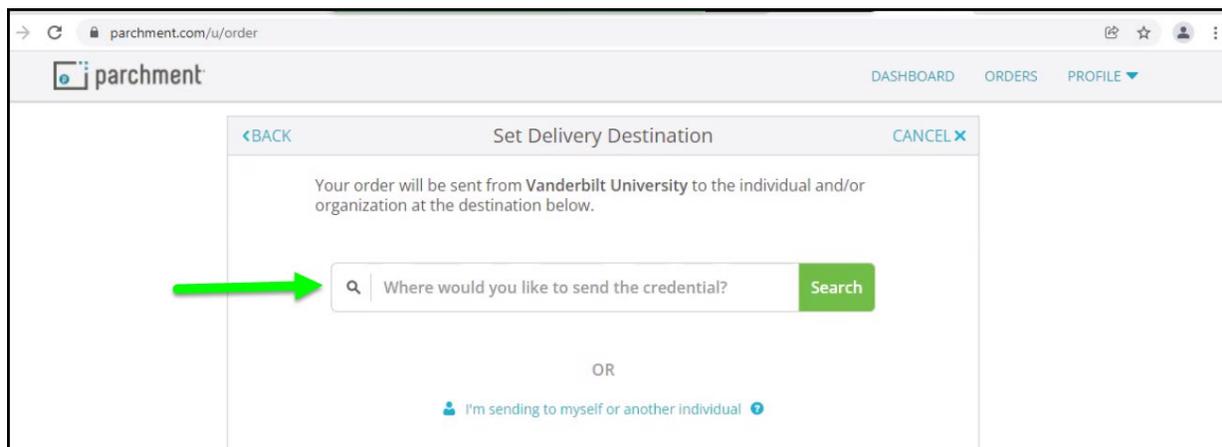
1. To start a transcript request, select order.

The screenshot shows a web browser window at "parchment.com/u/order". The page title is "Available Credentials" with a "CANCEL X" link. The content includes:

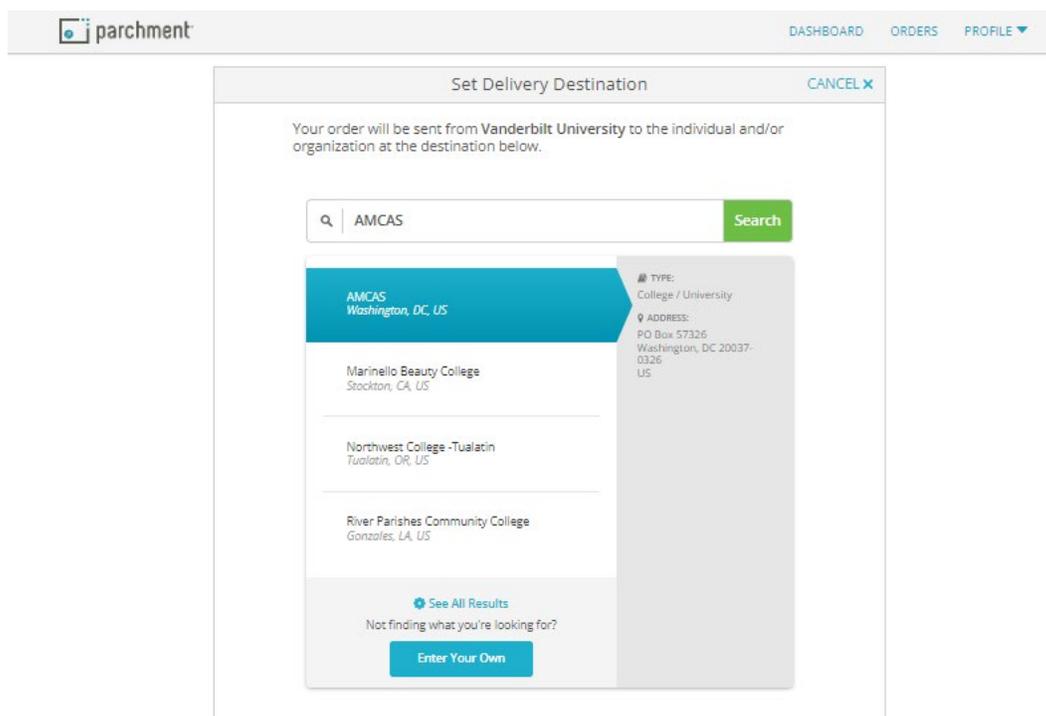
- Vanderbilt University logo and text: "The following credentials are available from Vanderbilt University. Start your order by selecting a credential listed below (you can add more later)".
- A card for "TRANSCRIPT" with a description: "An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year." and a green "Order" button.



2. Search for the organization in the text box.



Note: If the organization does not populate, you may enter your own by selecting the blue button below.





- Depending upon the organization, different text boxes may appear. For example, AMCAS requires an AAMC ID and a Transcript ID. LSAC requires an application number. Fill out each box and select the correct transcript type from the drop down. Use the “Add An Attachment” button to include additional documentation, if necessary.

Item Details

Transcript

For: [Redacted]

FROM: Vanderbilt University Nashville, TN

TO: Law School Admission Council

Delivery Method: Electronic

Credential Fee: \$0.00

Item Total: \$0.00

* Purpose: Admission

* Application ID: [Redacted]

* Transcript Type: [Redacted]

Would you like to add an attachment file? (optional) [Add An Attachment](#)

Transcript Type

Vanderbilt has three different transcript templates—one for students who attended Vanderbilt University Law School; one for students who attended the Vanderbilt University School of Medicine in the Medical Doctor program; and one for students in all other schools/programs. Please select your transcript type based on the school/program you attended at Vanderbilt.

Please Note: If you completed multiple careers at Vanderbilt that included either Law School or the Medical Doctor program, you will need to order separate transcripts for each career.

* Transcript Type

✓ All Other Schools/Programs

Clear Selection

Doctor of Medicine

Law School

All Other Schools/Programs



4. Enter your signature in the signature box, check mark the authorization below, and select continue.

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

John | Adam | Smith

* I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

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

5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

[←BACK](#) Order Summary [CANCEL X](#)

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

FOR	██████████	1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO	██████████			

[Add another item for](#) ██████████

Total Credential Fees \$0.00

Order Total \$0.00

COMPLETE ORDER



6. Once the order has been placed, you will be taken to the Order Confirmation screen.

Order Confirmation [Print Receipt](#)

Thank you for your order [redacted]. Your order has been placed.

[Collapse All](#)

FOR	[redacted]	1	\$0.00	^
ITEM	Transcript			
FROM	Vanderbilt University			
TO	[redacted]			
DID	TW0I8LKJ			

Order Date: IAN 14, 2022
Placed By: [redacted]

Total Credential Fees: \$0.00
Order Total: \$0.00

What happens next?

- Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

You can view order details and status in MY ORDERS.

[Place Another Order](#) [Continue To Your Account](#)

7. Parchment will send an email once the transcript has been viewed.

From: Parchment <noreply@parchment.com>
Sent: Friday, January 14, 2022 3:50 PM
To: [redacted]
Subject: Credential has been previewed

parchment
Your Document Has Been Received

Dear [redacted],

We are pleased to let you know that your requested document (TW0I8LKJ) from **Vanderbilt University** has been received and viewed by [redacted] on 01/14/2022 09:49 PM UTC.

For full details about this order, including the email address that it was sent to, [sign in to your Parchment account](#).

Thank you for using Parchment!



Sending a Transcript to an Individual

YES will automatically route you to the Parchment system to order a transcript.

1. Click on **I'm sending to myself or another individual** and select the correct option from the drop down.

Set Delivery Destination

Your order will be sent from Vanderbilt University to the individual and/or organization at the destination below.

Law School Admission Council Select

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual

I am sending this order to myself

I am sending this order to another individual



2. Choose the delivery method and fill out the fields below.

<BACK Set Delivery Destination CANCEL X

Your order will be sent from Vanderbilt University 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

✓ John Adam Smith

✓ john.smith@vanderbilt.edu

✓ john.smith@vanderbilt.edu

Continue

3. Select an item from the Purpose drop down menu and Transcript Type (see Transcript Type section, above) drop-down menu. Use the “Add An Attachment” button to include additional documentation.

<BACK Item Details CANCEL X

Transcript

For: [Redacted]

FROM
Vanderbilt University
Nashville, TN

TO
[Redacted]

Delivery Method: **Electronic**

Credential Fee: \$0.00

Item Total: \$0.00

* Purpose: Admission

* Transcript Type: [Redacted]

Would you like to add an attachment file? (optional) Add An Attachment



4. Enter your signature in the signature box, check mark the authorization below, and select continue.

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

John | Adam | Smith

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

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

5. Your order summary will appear. You must select **COMPLETE ORDER** to process the request.

[<BACK](#) Order Summary [CANCEL X](#)

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

FOR	[redacted]	1	\$0.00	^
ITEM	Transcript		\$0.00	
FROM	Vanderbilt University			
TO	[redacted]			

[+ Add another item for \[redacted\]](#)

Total Credential Fees \$0.00

Order Total \$0.00

COMPLETE ORDER



6. Once the order has been placed, you will be taken to the Order Confirmation screen.

The screenshot shows the 'Order Confirmation' page. At the top, there is a 'Print Receipt' link. A large checkmark icon is centered above the text 'Thank you for your order [redacted] Your order has been placed.' Below this is a 'Collapse All' link. A table lists order details: 'FOR' [redacted] \$0.00, 'ITEM' Transcript, 'FROM' Vanderbilt University, 'TO' [redacted], 'DID' TW018LKJ, and a price of \$0.00. A summary section shows 'Order Date: IAN 14, 2022', 'Placed By: [redacted]', 'Total Credential Fees: \$0.00', and 'Order Total: \$0.00'. A section titled 'What happens next?' contains a checked checkbox and the text: 'Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.' At the bottom, there is a link to 'ORDERS', a 'Place Another Order' button, and a 'Continue To Your Account' button.

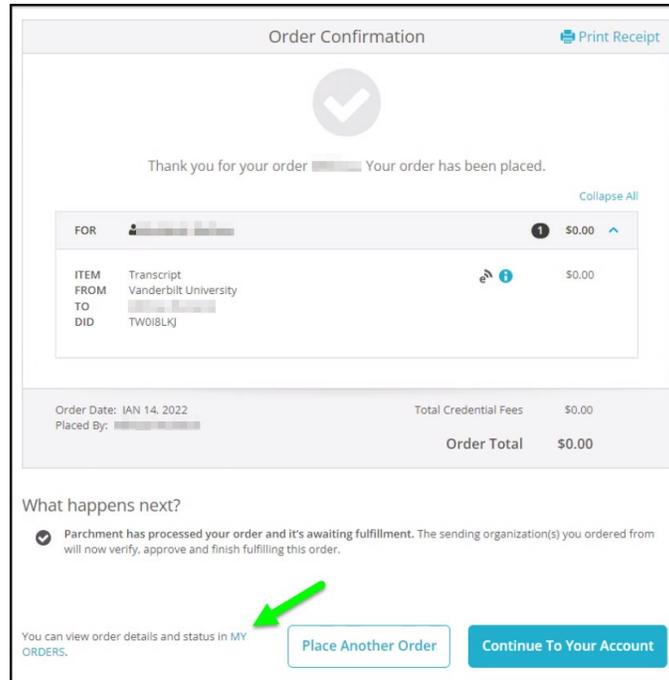
7. Parchment will send an email once the transcript has been viewed.

The screenshot shows an email notification from Parchment. The header includes: 'From: Parchment <noreply@parchment.com>', 'Sent: Friday, January 14, 2022 3:50 PM', 'To: [redacted]', and 'Subject: Credential has been previewed'. The main content features the Parchment logo and the subject line 'Your Document Has Been Received'. The body of the email reads: 'Dear [redacted], We are pleased to let you know that your requested document (TW018LKJ) from **Vanderbilt University** has been received and viewed by [redacted] on 01/14/2022 09:49 PM UTC. For full details about this order, including the email address that it was sent to, [sign in to your Parchment account](#). Thank you for using Parchment!'.

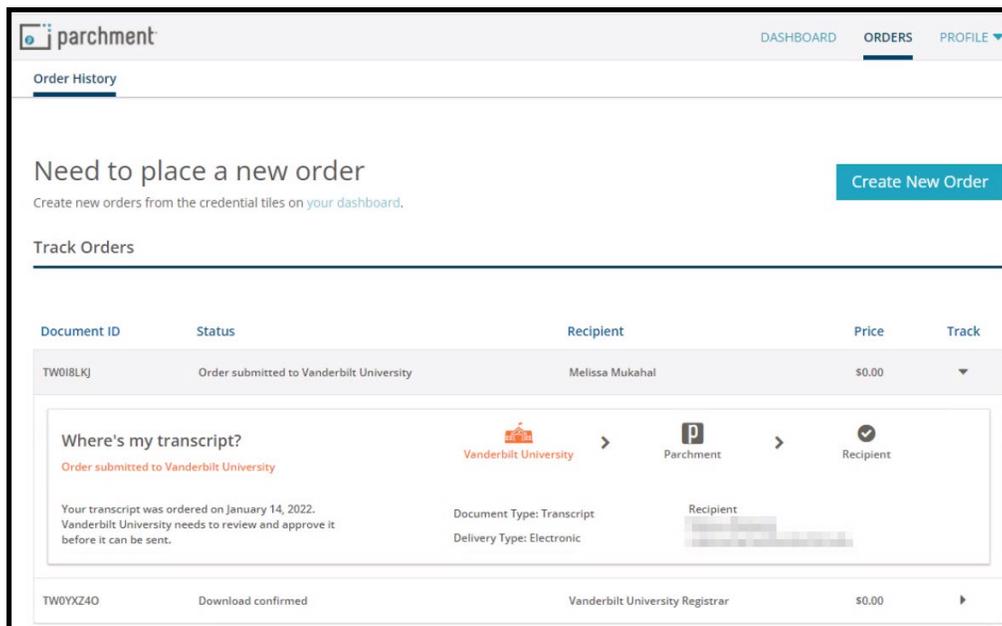


Checking Order Status

1. From the order confirmation screen, select My Orders.



2. From the dashboard, select the Orders header to view order history.





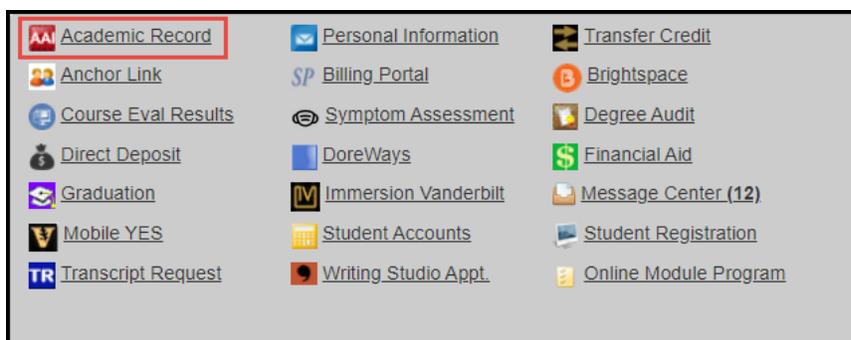
Parchment Support

If you need assistance with your official transcript order, the best first step is to log into your Parchment account, then visit the Parchment Help Center. There, you can find answers to frequently asked questions, articles to support your needs, submit a web case for support or contact a Learner Support Representative for assistance. The Support Team is available Monday-Friday, 8 a.m. – 8 p.m. Eastern Time.

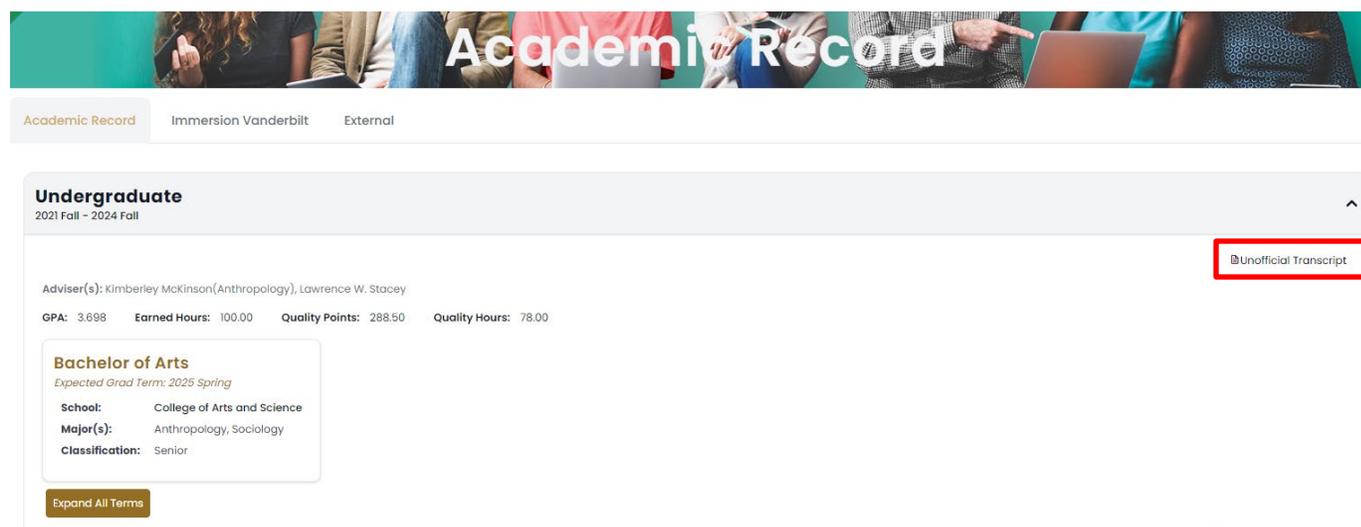
Unofficial Transcripts

Students can print an unofficial copy of their transcript in their Academic Record in the YES suite of applications.

1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. On the student landing page, click **Academic Record**.



3. Select Unofficial Transcript in the top right corner.





4. The unofficial transcript will open in a new window.

Page 1 of 2

UNOFFICIAL DOCUMENT ISSUED TO STUDENT – NOT OFFICIAL

Name : [REDACTED]
Student # : [REDACTED]
Birth Date : [REDACTED]

Academic Program(s)
Engineering SchI Undergraduate
Biomedical Engineering Major

CHEM	1602	General Chemistry	3.00
CHEM	1602L	General Chemistry Lab	1.00
CS	1103	Intro Prog for Eng & Sci	3.00
MATH	1301	Accel Single-Var Calc II	4.00
PHYS	1601	General Physics I	3.00
PHYS	1601L	General Physics Lab I	1.00

2019 Spring

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.