Walla Walla Community College
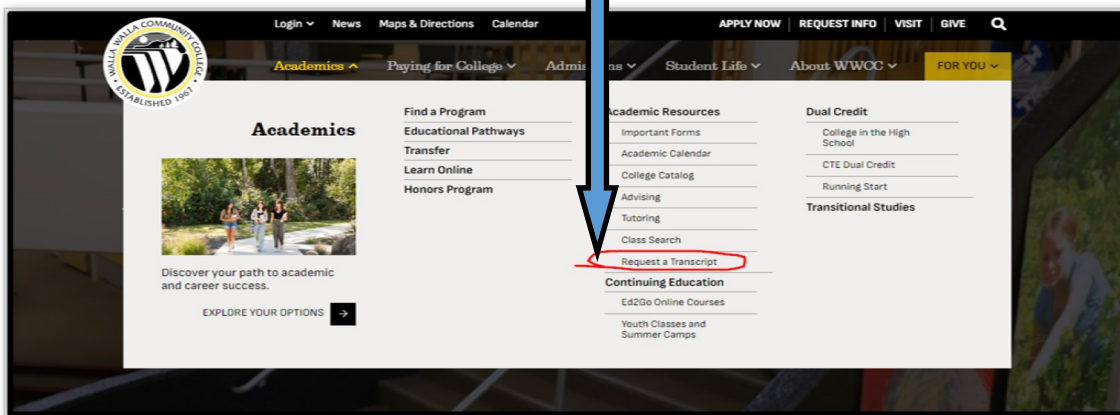
How to Order Transcripts

1. Go to **wwcc.edu**
   - Use the dropdown menu under ACADEMICS
   - Look for REQUEST A TRANSCRIPT
- *Also available by scrolling down the main web page, look under Frequently Visited Pages*

2. The Request A Transcript page opens. Select Official Transcripts and "Click here"

3. Parchment opens. Enter your email to create an account or sign in.

Step 1 Go to wwcc.edu

1. Use Academics dropdown to find Request a Transcript
2. OR Scroll down main page to find Request a Transcript

Step 2 Official Transcript Tab

Select "Click Here"

NOTE: For unofficial transcripts, select the Unofficial Transcripts tab and follow directions. Most schools require official transcripts.

Step 3 Enter Email

Enter email to create an account or sign in.
Select a destination.
If your destination does not load automatically, please type in the specific email or address.