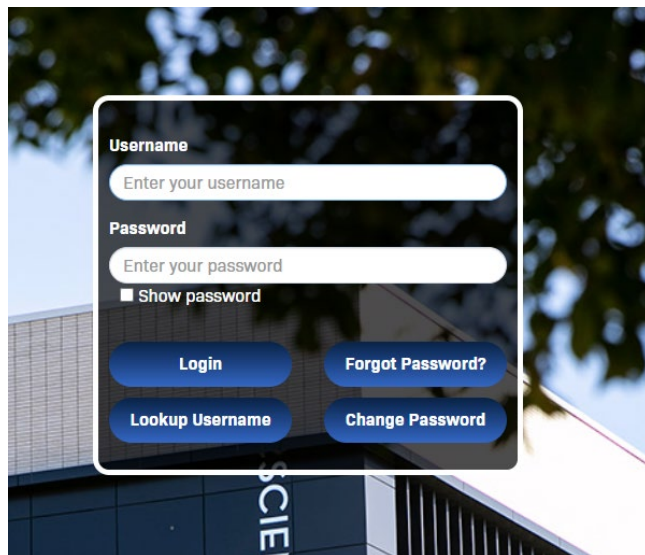


How do I request an official transcript?

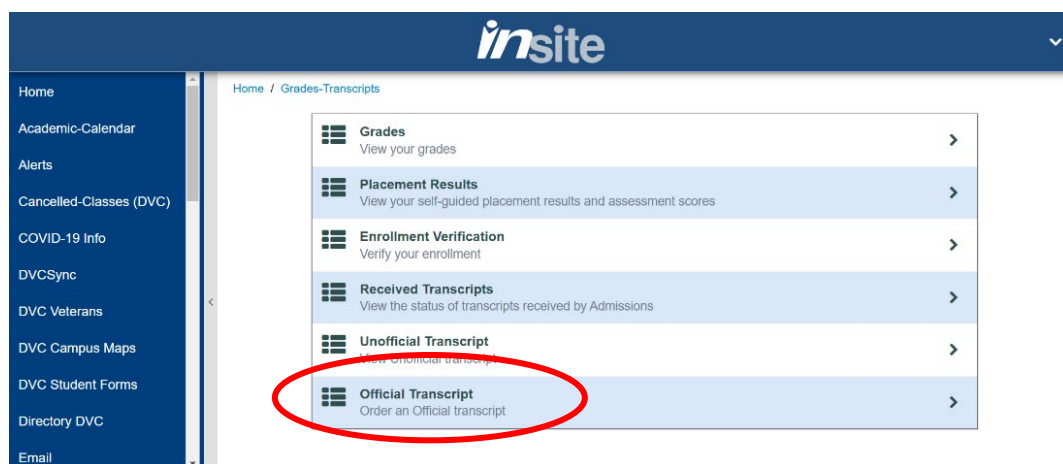
Step 1:

Go to <http://m.4cd.edu> (or the InSite app) and sign in using your username and password.



Step 2:

Click on the “Grades-Transcripts” tile, and then on “Official Transcript.”



Step 3:

Select which campus you would like to order a transcript from.

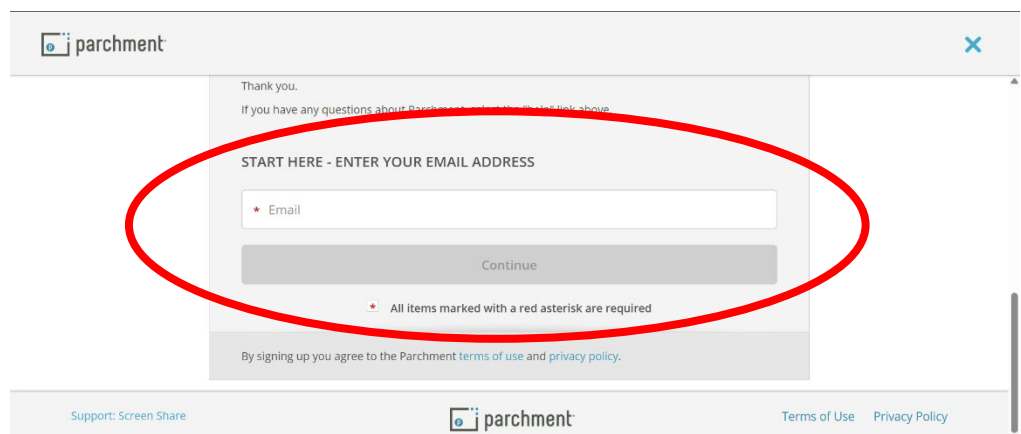
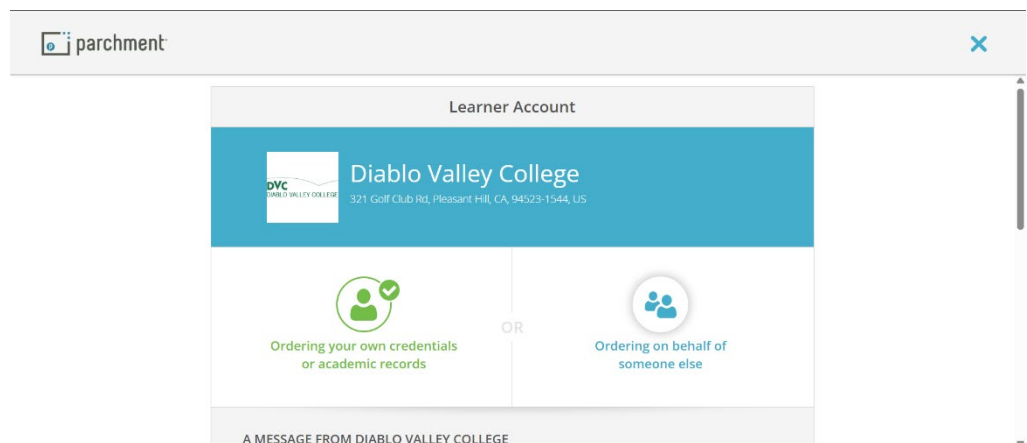


Step 4:

It's going to direct you to the Parchment page.

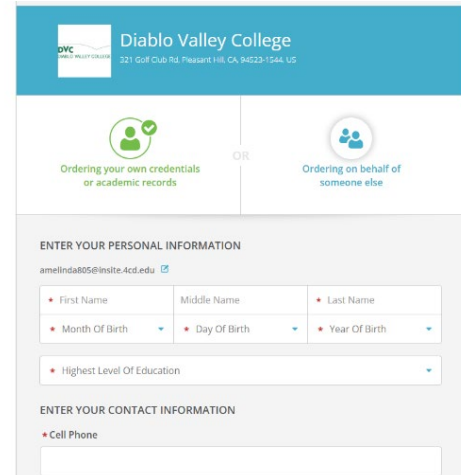
Once you are on that page, scroll down and insert your InSite email address.

Click "Continue" to go to the next page.

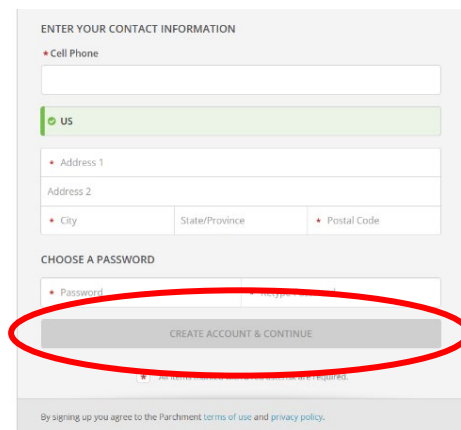


Step 5:

Fill out your personal and contact information.
Once you are done, click “Create account and continue.”



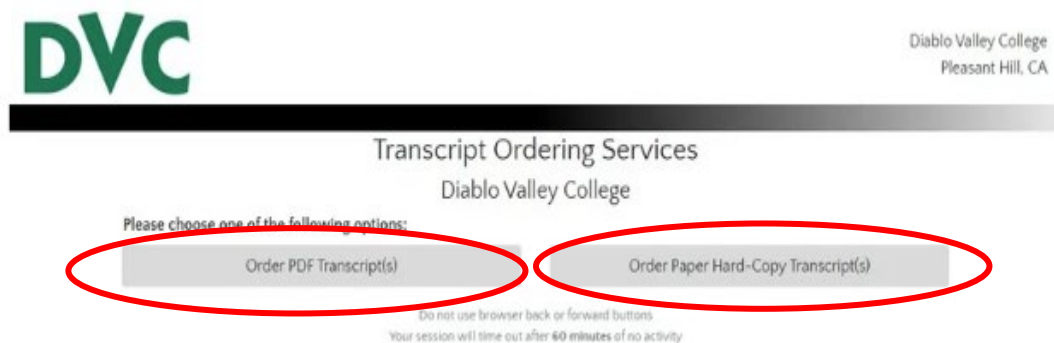
The form is titled "Diablo Valley College" with the address "321 Golf Club Rd Pleasant Hill, CA 94523-1544 US". It offers two options: "Ordering your own credentials or academic records" (selected) and "Ordering on behalf of someone else". Below is the "ENTER YOUR PERSONAL INFORMATION" section with fields for email (amelinda805@insite.acd.edu), First Name, Middle Name, Last Name, Month Of Birth, Day Of Birth, Year Of Birth, and Highest Level Of Education. The "ENTER YOUR CONTACT INFORMATION" section has a field for Cell Phone.



This section continues the "ENTER YOUR CONTACT INFORMATION" with a field for Cell Phone. Below is a section for "US" with fields for Address 1, Address 2, City, State/Province, and Postal Code. The "CHOOSE A PASSWORD" section has fields for Password and Confirm Password. A red circle highlights the "CREATE ACCOUNT & CONTINUE" button. At the bottom, it states "By signing up you agree to the Parchment terms of use and privacy policy."

Step 6:

Choose if you would like to order a PDF Transcript or a paper hard-copy.



The page features the "DVC" logo and "Diablo Valley College Pleasant Hill, CA". The title is "Transcript Ordering Services". Below the title, it says "Please choose one of the following options:". Two buttons are shown: "Order PDF Transcript(s)" and "Order Paper Hard-Copy Transcript(s)". Both buttons are circled in red. At the bottom, it says "Do not use browser back or forward buttons" and "Your session will time out after 60 minutes of no activity".

Step 7:

Complete the student and contact information sections.

Student Information

Please complete any missing fields below. If any of the pre-populated information is incorrect, please make changes Admissions and Records.

Information needed to locate your records

Student ID

Attended From Year *Required

Attended To Year *Required

Birth Date *Required

Enter names as they exist in the school records
If you would like to update your mailing address please contact the Registrar's Office.

First Name *Required

Middle Name

Last Name *Required

Suffix Jr, Sr, etc.

Other Last Names

Step 8:

Select your desired speed of delivery.

When ordering online, you have the option of standard or rush processing.

Express transcripts must be requested in person and have an additional fee.

Please choose a service for this order

☒ Regular Request - Deliver to Recipient

\$7.50 per copy

Allow 7-10 business day for processing after order has been authorized. Due to COVID-19 and the shelter in place order transcripts are mailed every Monday, Wednesday, or Friday closest to the order completion date.

☐ Rush Request - Deliver to Recipient

\$17.50 per copy

Allow 1 business day for processing after order has been authorized. Order must be submitted by 3:00pm. Due to COVID-19 and the shelter in place order transcripts are mailed every Monday, Wednesday, or Friday closest to the order completion date.

Step 9:

Select your primary reason for ordering and continue to the next page.

Note:

Check the box if you attended DVC before 1999.

Special Order Condition(s)

Title 5 of the California Code of Regulations provides that a student may receive two copies of his/her academic transcripts free of charge. Our records indicate that you have previously received all of the free transcripts to which you were entitled.

Tell us when to release your transcript(s)

☒ Send Now

Other information required by Diablo Valley College

Primary Reason for Ordering *Required

Additional Information:

☐ I attended prior to 1999

Step 10:

On the recipient page, choose your recipient type.

You can have transcripts mailed directly to the college of your choice, or to your home address.

Please choose a type of recipient

☒ Search our Recipient Table
Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

☐ Myself

☐ Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

☐ Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.

☐ Enter Recipient Manually

Step 11:

On the summary page, review and verify that all information is correct. If you need to pay for your transcript request, enter your credit card information on the next screen, submit your request, and print a receipt. Make sure to keep your order number so you can check on the status of your order.

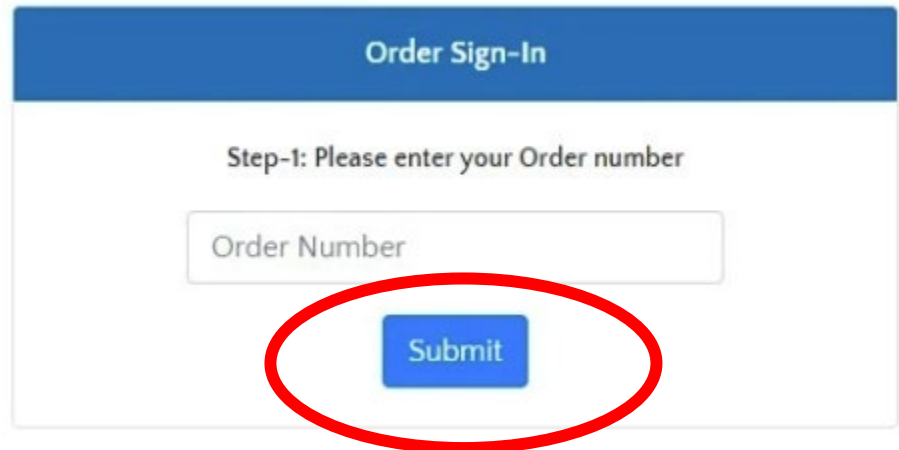
Step 12:

If you need to pay for your transcript request, enter your credit card information on the next screen, submit your request, and print a receipt.

Make sure to keep your order number so you can check on the status of your order.

Step 13:

To check on the status of an order, you will need your order number. Enter in the order number and hit submit.



The screenshot shows a web form titled "Order Sign-In" with a blue header. Below the header, the text "Step-1: Please enter your Order number" is displayed. There is a text input field with the placeholder text "Order Number". Below the input field is a blue button labeled "Submit", which is circled in red.