

ORDER A TRANSCRIPT ONLINE FOR NON-MINNSTATE SCHOOLS

DO NOT order a transcript from Parchment if you plan to send your transcript to any Minnesota State Colleges and Universities institution(s). Schools within the MinnState System can access your ARCC transcript electronically. (Please note, the University of Minnesota is not part of the MinnState System). You will want to contact the MinnState institution to have them pull in your ARCC transcript.

Find ARCC Parchment storefront

There are two ways to get to ARCC Parchment Storefront.

The screenshot shows the Parchment storefront for Anoka-Ramsey Community College. At the top, it says 'Learner Account' with a red arrow pointing to the 'Learner Account' text. Below that is the college logo and name: 'Anoka-Ramsey Community College (Coon Rapids And Cambridge)'. There are two options: 'Ordering your own credentials or academic records' and 'Ordering on behalf of someone else'. Below these is a message from the college and a 'START HERE - ENTER YOUR EMAIL ADDRESS' section with an email input field. A red arrow points to the email input field.

1. Go to anokaramsey.edu
2. Student Resources
3. Forms
4. Records & Registration Forms
5. Transcript Request – Parchment

OR

1. Go to parchment.com
2. Click in the box 'I Would Like To..'
3. Select an option
4. Type in 'Anoka Ramsey Community College' in the 'Order from...' box

Type in your email in the 'Email' box

If you have a Parchment Account, it will ask you to sign in.

If you do not have a Parchment Account, it will redirect you to sign up for an account.

Create a Parchment Account

When Parchment prompts you to create an account, you will need to type in your personal information. (Name, DOB, Phone Number, Address, and create a password)

You will then need to verify your email. Check your email and copy and paste the code.

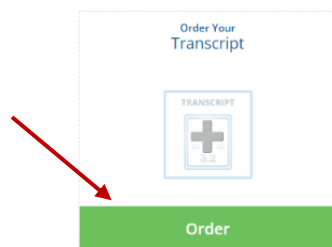
Once you verify your email, you will need to input your ARCC enrollment information.

(Year of attendance, Student ID Number, Last 4 digits of SSN, Previous Names)

Note: If you forgot your Student ID Number, contact Records & Registration at 763-433-1400 or arcc.records@anokaramsey.edu

Order Transcript

Click on Order Transcript



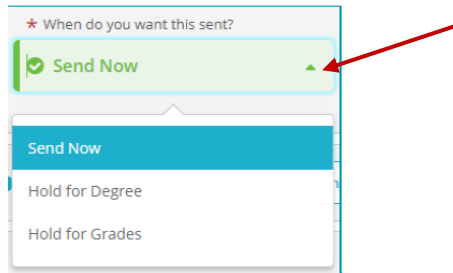
Transcripts can be sent electronically, print and mailed, or local pick up (Coon Rapids or Cambridge campus).

If you are sending your transcript to a school, enter the school name in the text box. If you are sending it to yourself or another individual, select the 'I'm sending to myself or another individual' option

Note: Make sure the address the transcript is being sent to is correct.

Continue filling in the fields to place your order.

Note: Please remember if you wish to hold your transcript until grade/degree is posted; change 'Send Now' to another option.



On the Provide Consent page, you authorize Parchment to release your transcript from Anoka Ramsey Community College once we receive the request. Sign with your mouse or finger.

Make transcript payment.

To track your parchment order you can log back into your Parchment Account and click on Orders.



For additional help, contact Records & Registration at 763-433-1400 or email at arcc.records@anokaramsey.edu