

# 5 Tips for Enabling Your Students to Order Credentials

parchment send 

**Your students can order any of their academic records, including transcripts, diplomas, supplemental documents (recommendation letters, teacher evaluations, unofficial test scores and more), certificates, verifications and health records.**

Here are some tips we recommend to help you communicate to your students about how to use the Parchment platform.

- 1** Upload your full student roster (for grades 9-12).
- 2** Update Parchment administrators (Contact Member Support or your AE for questions).
- 3** Issue registration codes for all seniors.
- 4** Attend a training webinar or become a Parchment pro with paid training.
- 5** Add your custom Parchment Order link on your school website.

Learn more about [Parchment Send](#).