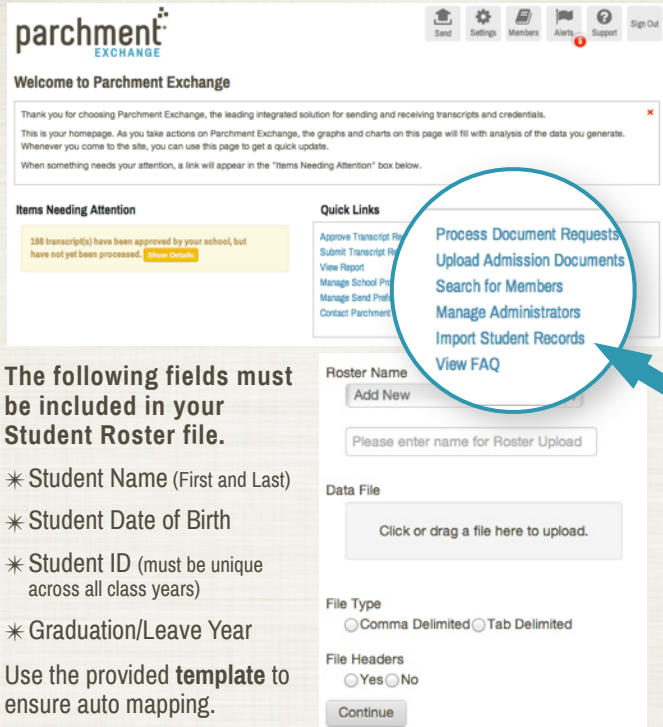


## 1. Upload Student Roster in .CSV Format



**Quick Links**

- Process Document Requests
- Upload Admission Documents
- Search for Members
- Manage Administrators
- Import Student Records
- View FAQ

**Roster Name**

Add New

Please enter name for Roster Upload

**Data File**

Click or drag a file here to upload.

**File Type**

Comma Delimited  Tab Delimited

**File Headers**

Yes  No

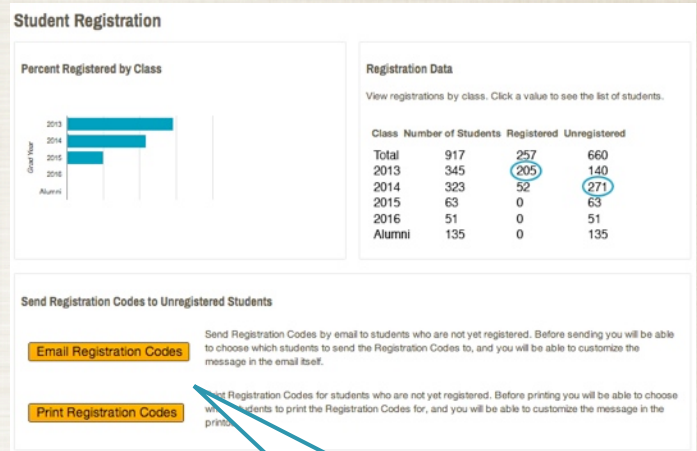
Continue

The following fields must be included in your Student Roster file.

- \* Student Name (First and Last)
- \* Student Date of Birth
- \* Student ID (must be unique across all class years)
- \* Graduation/Leave Year

Use the provided **template** to ensure auto mapping.

## 2. Generate & Distribute Registration Codes



**Student Registration**

**Percent Registered by Class**

**Registration Data**

View registrations by class. Click a value to see the list of students.

Class	Number of Students	Registered	Unregistered
Total	917	257	660
2013	345	205	140
2014	323	52	271
2015	63	0	63
2016	51	0	51
Alumni	135	0	135

**Send Registration Codes to Unregistered Students**

Send Registration Codes by email to students who are not yet registered. Before sending you will be able to choose which students to send the Registration Codes to, and you will be able to customize the message in the email itself.

Email Registration Codes

Print Registration Codes

Provide registration codes to **all** students for easy account setup

## 3. Communicate!

★ Place the 'order transcripts' button on your:



- \* Homepage
- \* Counseling Webpage
- \* Senior Checklist

★ Display the **Parchment poster** prominently in the office!



★ Get the word out to everyone!

- \* Update Registrar/Counselor Voicemail
- \* Promote in Student Flyers/Handbooks
- \* Announce at Faculty & Staff Meetings
- \* Use Social Media



## Need Help? We're Here for You!

### 24/7 Self-Help Support Portal

- \* Log on to your Parchment Exchange account
- \* Click 'Support'
- \* Search for articles and download resources
- \* Submit a ticket for support



### Administrator Phone Support

- \* 1-888-662-0874
- \* 9 AM - 6 PM EDT
- \* Administrator support only, please no student calls

### Your Account Executive

Contact your Account Executive for help with training needs or marketing and communication strategies.