Requesting Official Transcripts for Former Students/Alumni
(No Access to MyHPU Portal)

Step 1: Go to www.hpu.edu

Step 2: In the search bar located in the top right corner, search for ordering transcripts.

Step 3: Click on Ordering Transcripts
Step 4: Select the type of transcript you will need (paper or electronic).

- **Note**: If you are the student ordering your own transcript, DO NOT select Third Party. This link is only for a third-party organization or company who is requesting for a transcript on behalf of the student.

Step 5: After selecting the transcript type, scroll down and click on “Former Students” to open Parchment.
Step 6: Click on “Log in or Create a New Account” then click on “Create Account”

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign In.

If this is your first time using the online order system, please click Create Account and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Please note, you will need to remember the email and password to access this system for future document ordering.

Do you need to order records on behalf of a current or former student?

Create Account

Returning Users

In order to continue, please login to your account.

Email Address: [ ]

Password: [ ]

Forgot your password?

Sign In

Step 7: Input your information and create a login. Upon submitting, you will then be asked to confirm your transcript type along with your payment information.

- **Note:** Do not input your HPU credentials (student email and student ID number). Use your personal email. **If you do not know your degree code, input “000000” in the Degree Received/Degree Sought section to bypass that field.**

Questions? Contact us at transcripts@hpu.edu or at (808) 544-0239.