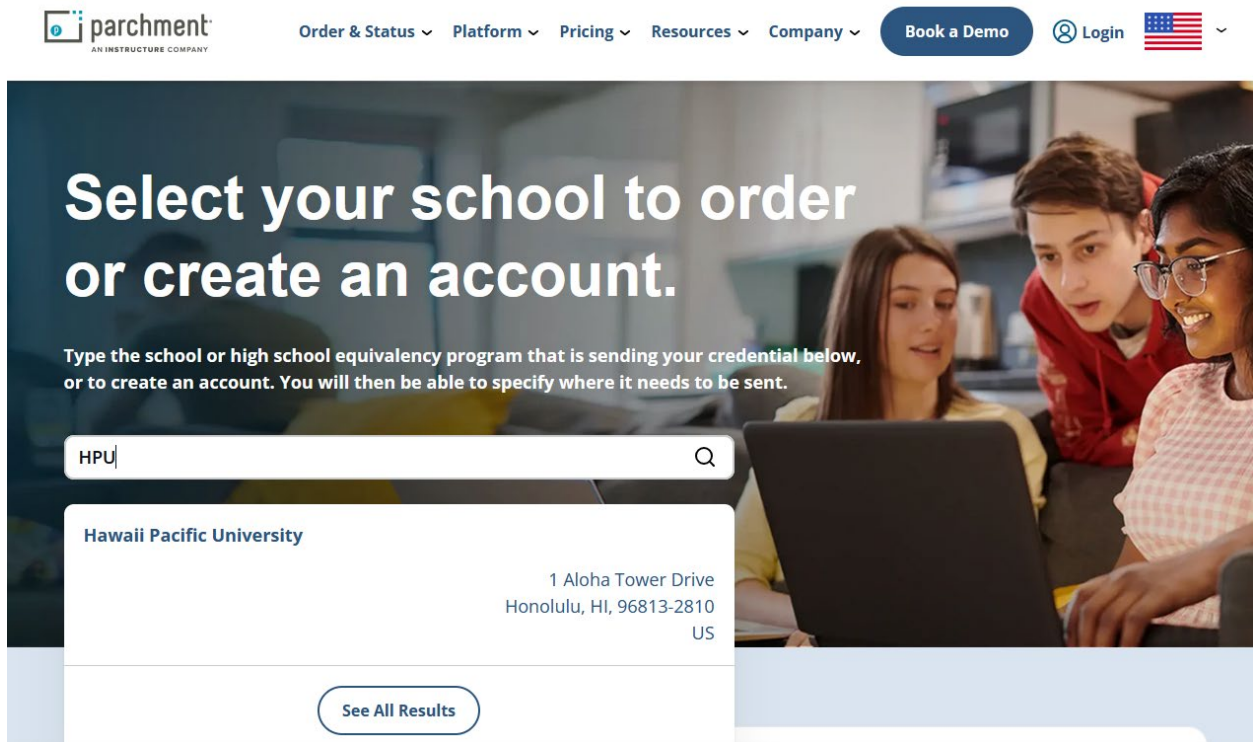



1. Click the “Order Transcript” button under the Order & Status dropdown at www.parchment.com.





2. Enter HPU in the search and select Hawaii Pacific University.

1 Aloha Tower Drive, Honolulu, HI, 96813-2810, US

 Ordering your own credentials or academic records

OR

 Ordering on behalf of someone else


 Please be aware that Canadian post, the official mail carrier for Canada, is undergoing rotational labor strikes that could delay processing and delivery in certain areas.


A MESSAGE FROM HAWAII PACIFIC UNIVERSITY

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school and will deliver your transcripts to the colleges you choose in the format they prefer.


If you need immediate support, please call Learner Support at 847-716-3005.

START HERE - ENTER YOUR EMAIL ADDRESS

registrar@hpu.edu 


 All items marked with a red asterisk are required

3. Make sure “**ordering your own credentials or academic records is selected**”. Then enter your e-mail address. Please do not use your HPU e-mail address.




Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else


ENTER YOUR PERSONAL INFORMATION

registrar@hpu.edu 

* First Name	Middle Name	* Last Name
* Month Of Birth ▼	* Day Of Birth ▼	* Year Of Birth ▼
* Highest Level Of Education ▼		

ENTER YOUR CONTACT INFORMATION

* Cell Phone

 United States of America ▼

* Address 1

Address 2

* City	* State/Province ▼	* Postal Code
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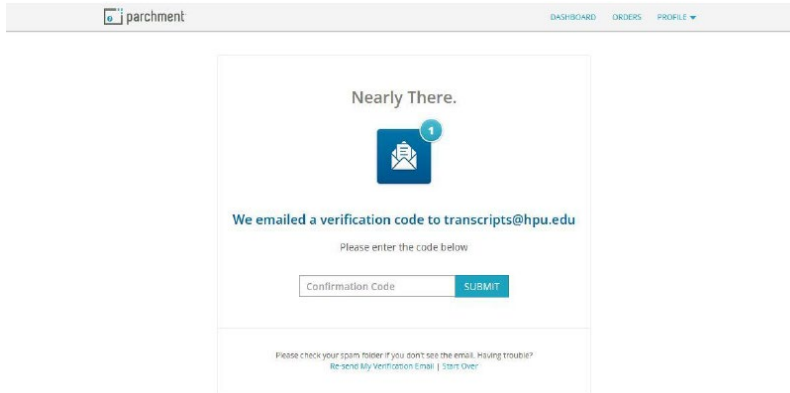
CHOOSE A PASSWORD

* Password	* Retype Password
------------	-------------------

CREATE ACCOUNT & CONTINUE

* All items marked with a red asterisk are required.

4. Enter your information in the fields provided.



5. Verify your account using the e-mailed link or code.

6. Enter in your enrollment information. Your student ID number is not required. Please note that if you were enrolled under another name, please be sure to select “Other name variation or maiden name”.

Available Credentials

Please be aware that Canadian post, the official mail carrier for Canada, is undergoing rotational labor strikes that could delay processing and delivery in certain areas.

The following credentials are available from **Hawaii Pacific University**. Start your order by selecting a credential listed below (you can add more later)

Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

7. After your account has been created, click the “Order” button.

Your order will be sent from Hawaii Pacific University to the individual and/or organization at the destination below.

Welcome to Hawai'i Pacific University's online Transcript Ordering System. Official transcripts can be sent to designated recipients via e-mail or regular mail; or picked up directly from our office.

*** PLEASE READ BEFORE ORDERING!!! ***

If you have not yet completed a class at HPU, you will not have a transcript. HPU does not offer "in-

Show More

Where would you like to send the credential? Search


OR


I'm sending to myself or another individual

8. When asked to set the delivery destination, you can use the search or select “I’m sending to myself or another individual”. If your destination does not appear when using the search, you need to select “I’m sending to myself or another individual”.

OK

 I'm sending to myself or another individual 

 I am sending this order to myself

I am sending this order to another individual 

9. If you select “I am sending this order to myself”, the order will set your information from your Parchment account as the recipient. If you select “I am sending this order to another individual”, you will be taken to a screen to enter your recipient’s information.

Your order will be sent from **Hawaii Pacific University** to the individual and/or organization at the destination below. Select a delivery method for your order



Electronic
Delivered By Email



Print & Mailed
Printed On Paper & Mailed



Local Pickup
In-Person Pickup

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

* Recipient's Email

* Retype Email

Continue

10. If you selected “I am sending this order to another individual”, you will be taken to this screen where you can select the type of transcript and enter in the recipient’s information. If you selected “I am sending to myself”, you can select what type of transcript and the delivery information should auto-fill.

+ Purpose + When do you want this sent?

Send Now

Add An Attachment File

Would you like to add an attachment file? (optional) Add Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

x _____

Type full name as signed above

First Name Middle Name Last Name

I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

11. Select your Purpose. For “When do you want this sent?”, please select one of the three options. “Send Now” processes the order immediately. “Hold for Grades” will put your order on hold until final grades for the current term are released. “Hold for Degree” will put your order on hold until your degree has been awarded for the current term. You can add attachments to be included with your transcript. Sign with either your mouse or finger to provide consent to disclose your credentials.

[← BACK](#) **Order Summary** [CANCEL ×](#)

! Please be aware that Canadian post, the official mail carrier for Canada, is undergoing rotational labor strikes that could delay processing and delivery in certain areas.

i Your order has not been placed yet. Please review and complete the order below
Here's your order summary Sharky [Expand All](#)

FOR	HPU, Sharky	1	\$10.00	^
ITEM	Transcript		\$10.00	
FROM	Hawaii Pacific University			
TO	Transcript			

[Add another item for Sharky HPU](#)

Total Credential Fees	\$10.00
Sales Tax	To Be Calculated
Order Total	\$10.00

[CONTINUE](#)

Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

12. You will be given a summary of your order. On the following screens (not shown), you will need to validate your billing information and provide payment.

Parchment
By Instructure

[DASHBOARD](#) **[ORDERS](#)** [PROFILE](#) ▾

[Edit Profile](#) | [Edit Profile Picture](#)

Sharky HPU

Your Schools / Organizations:

Hawaii Pacific University
Honolulu, HI

13. You can view the status of your orders by going to the orders button located at the top right of your dashboard.