

- 1. Log in to your Pathway account at pathway.clovis.edu
- 2. Select the Student tab, Click on the Order my transcript icon, then Select the Access the Transcript Ordering Site:

| 🍪 Pathway | | |
|-------------------|-----------|-------------------------------------|
| 🗚 Home | | Transcript Ordering Site |
| 🔁 Student | nanscript | Access the Transcript Ordering Site |
| Student Resources | | |
| Financial Aid | | |

3. If it is your first time accessing the transcript ordering site, you will be prompted to complete the required fields of personal data and enrollment information. You will also set a password. Click **Continue**

| | * Cell Phone | | |
|---|---|--|--|
| INTER YOUR PERSONAL INFORMATION | 🗢 United States of America 🗸 | | |
| Middle Name | ★ Address 1 | | |
| * Month Of Birth • * Day Of Birth • * Year Of Birth • | Address 2 | | |
| * Hichest Level Of Education | ★ City ★ State/Province ◆ Postal Code | | |
| | CHOOSE A PASSWORD | | |
| Cell Phone | ★ Password ★ Retype Password | | |
| 🕲 United States of America 🗸 👻 | CREATE ACCOUNT & CONTINUE | | |
| * Address 1 | All items marked with a red asterisk are required. | | |
| | | | |
| Address 2 | | | |
| Enrollment Information Creds: X NAME DOB | Please verifyyour same write attending | | |
| Address 2 Enrollment Information over: X INAME Some additional information related to your exreditment is required below. | Flass setfyour same while attending constraine suration or maden same | | |
| Address 2 Enrollment Information Cover: X Made Soft Softe additional Information related to your enrollment is required below. Coords Community College ward targets a protect the fotners (information | Please setty your same while attending Other name variation or maiden name Think or sating my Parchment account without placing an order right now. | | |
| Address 2 Enrollment Information Owen: X Made Do Some additional information related to your enrollment is required below. Groots Community College successful ayous power to totowng reformation exercise to appear on power to totowng reformation | Prese verify your name while standing Other name version our models name Prinkh creating my Perchanent account attheut placing an order right now. CONTINUE | | |
| Address 2 Enrollment Information cruci: X MARE DOB Some additional information related to your evolutioned is required below. Cloves Community College Cloves Community | Press verify your same while attending Other name worksion or readen same Press creating my Parchement account withour saking an order right now. CONTINUE When readent acts and regiont. | | |

4. Verify the email you want order updates to go to. The next step of the ordering process is selecting the type of transcript you want. If you are sending an electronic transcript or having it mailed somewhere, you will select (1) Transcript or if you would like to pick up an official transcript on campus, select (2) Paper Transcript – Pickup.

| Clovic Community College | Your Schools / Organizations: | | |
|--|---|--|--|
| Cloves Community Conege Competent of Schepes Bld. Clove. NM. B8101-6381.US | Clovis Community College | | |
| A MESSAGE FROM CLOVIS COMMUNITY COLLEGE | Controllment Info | | |
| 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. | You can now get your credentials! Here is what is waiting for you at this organization. | | |
| If you have any questions about Parchment, select the "help" link above. | Order Your Order Your | | |
| START HERE - ENTER YOUR EMAIL ADDRESS | Transcript Z Paper Transcript - Pickup | | |
| 0 | TRANSCRIPT | | |
| Continue | | | |
| Au Liems markeu with a red asterisk are required | Order Order | | |



5. On the next screen, you will set your delivery destination. (1) If you are sending it to another institution, you can type it in the box and click search. This will fill in the information for the receiving school. (2) If you are sending it to an individual at a certain organization or yourself, you will select that option.



- 6. Select the type of product you'd like to request and enter any mailing or email information required. Options are:
 - a. eTranscript: Delivered as an electronic document to the recipient's specified email address
 - i. This option is the quickest way to send and receive a transcript. If the school prefers this, it will default on the next screen
 - b. Paper Transcript Mailed: Sent through the United State Postal Service.
 - i. This option has additional fees associated with the method of shipping chosen.



7. Select the purpose for the request from the drop-down list. You also have the option to add any attachments, if needed.

| | TRANSCRIPT | Transcript | |
|----------------------------|--|---|----------------------------|
| FF Cl Cl Cl TO | FROM Clovis Community College Clovis, NM | e ^စ Delivery Method: E Credential Fee: | lectronic \$6.00 |
| Kari Smith | | Item Total: | \$6.00 |



A Guide to Ordering your Official Transcript

8. You will also need to sign for the consent to release your records. You must **click the box** that states you certify under penalty of law that you are the individual identified above". Click **Continue**.



- 9. Review your Order Summary.
 - a. You can repeat the process and add additional transcripts by clicking Add Another Item for XXX.
 - b. Click Continue
- 10. Enter Payment Information and Billing Information.
- 11. Click Submit Payment
- 12. You can track your order at any time by viewing information in the "Order" tab at the top of the screen.