Learner Experience with SSO
Loyola University Chicago
Quick Reference Guide
The learner will start by logging into their LOCUS (Loyola’s Online Connection to University Services) account. [https://locus.luc.edu](https://locus.luc.edu)
From the student homepage, they will select the Academic Records option followed by Request Official Transcript on the left.
The learner will then be redirected to Parchment.

The learner will then enter in the email address and account information.

The learner will then confirm/enter account information.
Loyola University Chicago would like you to provide the following information:

- Are you currently enrolled?
  Select

- What was your first year of attendance?

Your Student ID Number
Your last 4 SSN

- Please verify your name while attending
  
  Other name variation or maiden name

Finish creating my Parchment account without placing an order right now.

CONTINUE

All items marked with a red asterisk are required.
Once signed into their Parchment Account, the learner will see the credentials your institution makes available for ordering.

The learner will click the green order button next to the credential they wish to order.
Next, the learner will enter their delivery destination. They can enter a recipient in the search bar or they can choose the “I'm sending to myself or another individual” option.
If the learner enters a recipient in the search bar, they will see a list of recipients that match their search criteria. This list will display recipients within the Parchment Receive Network. This includes over 8,000 receivers such as colleges, universities and testing agencies. The learner will select their recipient from the list.
Transcript

For: Madison Rast

FROM
Mt Elbert Community
Mt Elbert, CO

TO
Example Digital University

Delivery Method: Electronic

Credential Fee: $3.25

Item Total: $3.25

When do you want this sent?
Send Now

Purpose
Admission

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

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

Most Recent Signature Consent On File

Full name as signed above: Kristin Kostrzewa

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

All items marked with a red asterisk are required to submit this form.
This will bring the learner to the “Order Details” page. Each recipient will have a separate Order Details page outlining where the credentials being sent, how it’s being sent, and your school specific pricing.

Below the learner will have order options based on what your institution makes available.

The first drop down says, “When do you want this sent?” If offered by your institution, here the learner can indicate if they want the credential held for grades or degree. If hold for grades or degree is selected, these orders will go into a separate processing queue on the back end.

The second drop down is “Purpose.” Again, if offered, the learner will indicate why they are ordering the credential and this information can be pulled on the back end for reporting purposes.

If the learner has an attachment they need sent with the credential they can click the “Add an Attachment” button and upload the document. An attachment is an additional documentation the learner needs sent with the credential. This could be a resume, a letter of recommendation or an application ID for a testing agency.

At the bottom of the Order Details page the learner will see that consent is required. They will sign on the screen and type in their name. They will need to check the box certifying under penalty of law they are who they say they are before they can continue on with their order.
Once the learner hits continue, they will be taken to their Order Summary. Here they can review their recipient information prior to entering payment.

If any changes are needed the learner can click on the edit button. They can also remove a recipient if necessary by clicking on the trash can icon.

If they are just ordering one credential they can hit continue and enter in their payment information.

If they need another credential, they will click the blue “Add another item” link.
The learner will select the credential based on the options your institution makes available.
The learner will enter their recipient into the search box, or select the “I’m sending to myself or another individual” option.

If the learner selects “I’m sending to myself or another individual” they will select either “I am sending this order to myself” or “I am sending this order to another individual.” Both of these options work the same way.
The learner will choose the delivery method, based on what your institution makes available.

If Electronic Delivery is selected, the learner will enter in the recipient's name and email address. They will then re-type the email to confirm it's correct.
If the Print & Mailed option is selected, the learner will type in the recipient's mailing address. The system will confirm a valid address was provided. If the learner enters an invalid address Parchment will give them valid address suggestions. The credential will be sent by 1st class mail.
If the learner selects the Local Pick up option, they will indicate whether they are picking up the credential or if someone is picking it up on their behalf. They will then provide the contact information for the person picking it up.

Next, they will choose a pickup location depending on the locations your institution makes available.
Finally, they are required to check the notification checkbox prior to continuing. This is the learner acknowledging they will receive a notification when the order is ready for pickup.
A second Order Details Page will display the recipient information as well as the order options.
The learner will review their information on the Order Summary page and if everything is correct, they will click Continue.
Here they will enter in their payment information. Credit or debit card as well as their billing address. The learner will be charged at the time of the order.
Once the order has been submitted the learner will see an Order Confirmation. This information will also be emailed to the learner.
Learners can track their orders by going to the Orders Tab within their Parchment Account. Here they will see all of their current and previous requests.