Electronic transcripts are Official Transcripts in a secure PDF form that are time sensitive (available for 7 days). The University of Nebraska-Lincoln offers electronic transcripts to students through a third-party, Parchment. If an electronic transcript has been sent to you by a student or to yourself (if you are the student) the directions below will help you open the transcript.

1. You will get a series of emails from Parchment Send Service. The first email will resemble the one below. It will state name of the student the transcript was received for.

   ![First Email Example](image1)

   *University of Nebraska - Lincoln has sent you a document on behalf of Herbie Husker.*
   *This document is available to download for a limited time, so your prompt attention is requested.*
   *Click here to access the secure document.*
   
   *Or cut/paste the following url in your browser:*
   
   ![URL Link](image1)

2. In that same email, there is a link that says "Click here to access the secure document". If you are ready to open and view the transcripts, click that link.

   ![Second Email Example](image2)

   *University of Nebraska - Lincoln has sent you a document on behalf of Herbie Husker.*
   *This document is available to download for a limited time, so your prompt attention is requested.*
   *Click here to access the secure document.*
   
   *Or cut/paste the following url in your browser:* *https://exchange.parchment.com/SEND/INV/INV.php?main_page=welcome&sid=18d7422af79c5c2b2f30a33e7f35a7e0*  

   *The document must be opened in Adobe Reader (get Adobe Reader for free) or Acrobat. This is because it is a certified PDF that contains security features. If you need help, click the applicable link below to download a one-page guide.*
   
   **Windows users**

   ![Windows Instructions](image2)

   **Mac/Linux users**

   ![Mac/Linux Instructions](image2)

   *Need Help? For questions, please contact the Office of the University Registrar at the University of Nebraska - Lincoln registrar.unl.edu or 402-472-3763*
3. Clicking this link will take you to a new screen, shown below. Requesting the passcode for
the transcript is the first step. This is done by clicking Next. You will be directed to the screen
shown in step 5.

4. The passcode requested in the previous step will be sent as a separate email from Parchment
that resembles the one below. The Document access code is the passcode to access the
transcript.
5. As stated in Step 3, the following screen appears after clicking the Next button in Step 3. You will enter the passcode (that came as a separate email from Parchment) from Step 4 in the Passcode box and click Next.

6. The final step is downloading the transcript. There are 3 downloads available for each transcript. Electronic transcripts are also available viewing for 7 days.