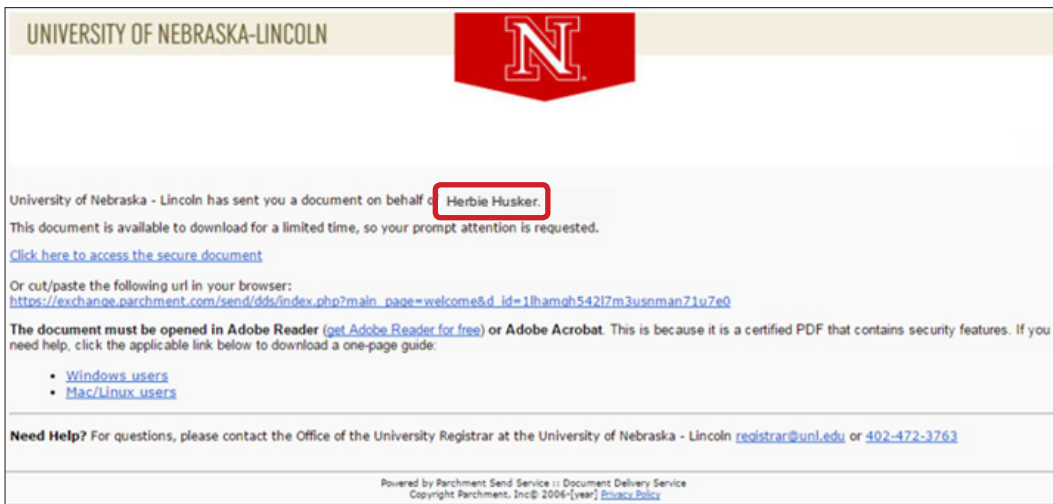


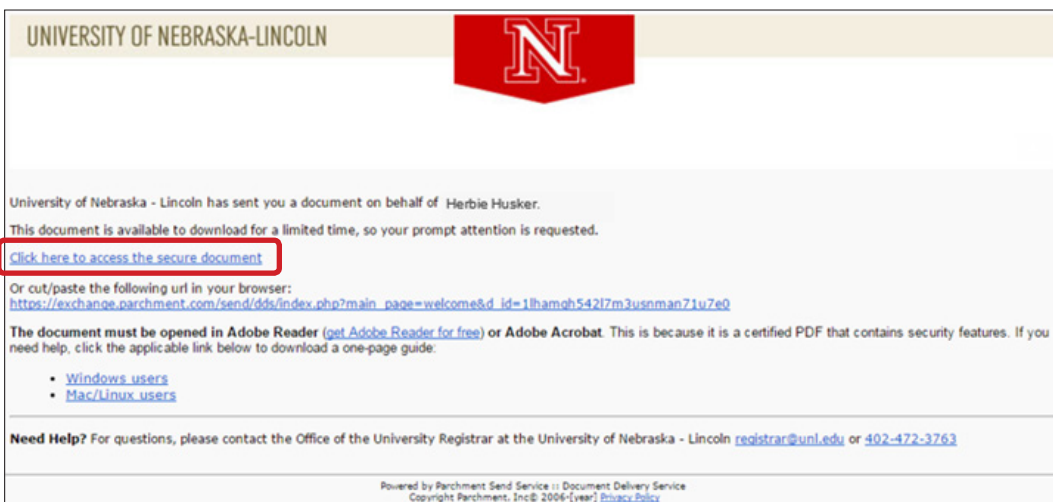
How to Open a Electronic Transcript

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.



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.



How to Open a Electronic Transcript

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.



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Step 1: Request Passcode Step 2: Enter Passcode Step 3: Download

Step 1: Request Passcode

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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.



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Thank you for using the University of Nebraska - Lincoln Document Delivery Service. Contained in this email is the code that is needed to gain access to the document.

Document access code: 1dlkfjg

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- 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.



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Step 2: Enter Passcode

An email containing the passcode was sent to: **taylorakimbrough@gmail.com**. Please enter the passcode value from the email.
Note: If the email doesn't appear in your inbox, please check your spam/junk box.

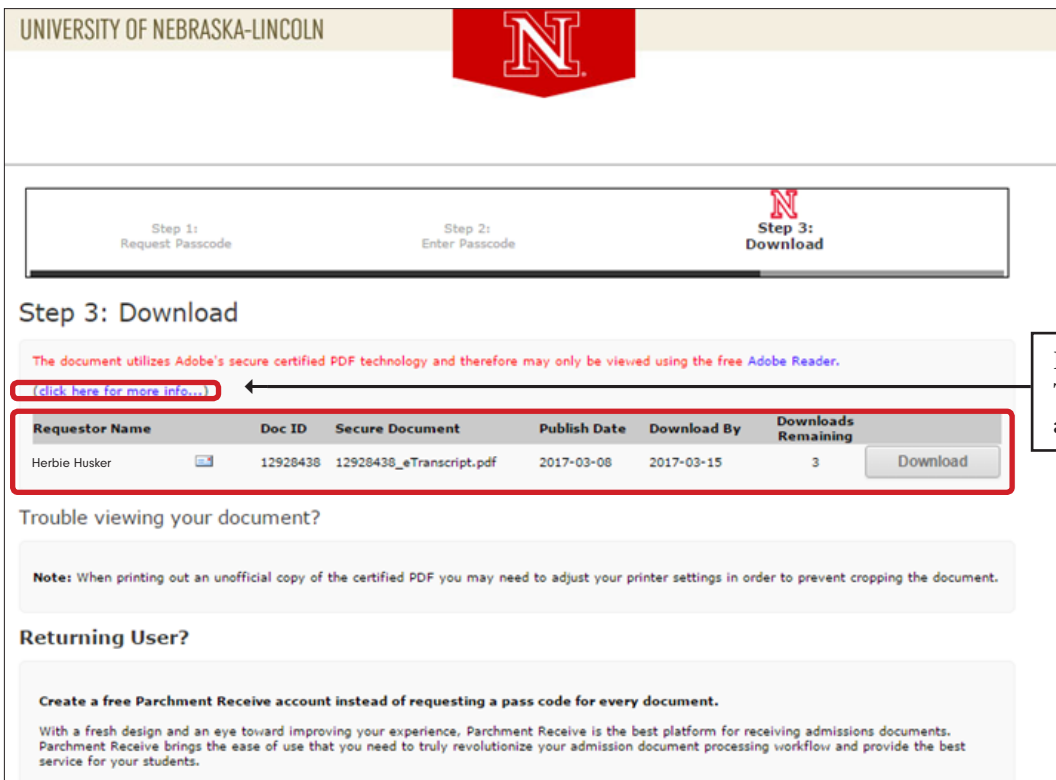
Passcode:


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



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Step 1: Request Passcode Step 2: Enter Passcode **Step 3: Download**

Step 3: Download

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