

# NCAA Transcript Request Instructions

1. Go to NCAA Eligibility Center at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
2. Click the green **Enter Here** button.
3. The student welcome page appears. To register with the NCAA website click the **cell phone**.
4. Go through the registration process if you have not previously registered. Once the registration process is complete, login to request the transcript.
5. To request the transcript, click **My Planner**. The *My Planner* page appears. Then click, **My Task List** to continue with the request process.
6. The list of tasks expands to show that an official transcript is needed. Click the box next to **Official Transcript Needed**.
7. The Task Detail window appears. Detailed instructions on requesting a transcript are provided. The Docufide by Parchment window opens.
8. The student must create an account in order to log into the Parchment website. Required fields are marked with an \* asterisk and must be completed with the student's information.
9. The high school's information will appear. The two **required** fields for this page are **Enrollment Status** and **Graduation Year**.
10. It is not necessary to check the box next to "I authorize NCAA Eligibility Center to request my transcripts on my behalf;" however, checking the box makes it easier for the NCAA to request the final transcript.
11. A confirmation page appears with a destination of the transcript request. This concludes the steps a student needs to complete to request a transcript.