

Account Set Up

(**Without** Registration Code)



1) Go to the following website: **BTHS201.ORG/TRANSCRIPTS**

2) Select the appropriate school

- a) **TRANSFERS:** If you originally attended **Belleville EAST High School** then transferred to **NIGHT SCHOOL** your transcript will come from Belleville East.



3) Create a 'New Learner Account'

4) Fill out the required information

- a) **Use your Full Legal Name** - Middle name is optional
- i) **NO** abbreviations, nicknames, or preferred names please.
- b) **Start Year** à this is the first year you started.
- i) Example: 2021 students started in most likely started in 2017 - Ask if you're unsure
- c) **Last Year Attended / Grad. Year**
- i) Typically the FIRST 4 digits of your student ID number (20219999)
 - (1) **December Grads** – you officially graduate in May.
 - (2) **Transfer Students** – Select the year you transferred out
- d) **Highest Level of Education** à What is the last grade you completed?
- e) **Email** à Use a PERSONAL EMAIL!
- i) Do **NOT** use your @BTHS201 email.
 - ii) Update your email address within your 'Account Settings'
- f) **Password**
- i) Must be 7 to 10 characters long and contain 1 upper case letter
- g) **I am interested in Colleges & Scholarship programs**
- i) Select 'Yes' if you want your information to be seen by colleges and scholarship programs – They may reach out to you

5) Double-check the information you entered is correct.

6) Click the green '**Sign Up**' button

7) Verify your account à a special code is sent to your email

- a) The code is case-sensitive
- b) If you don't receive the code in a couple minutes try to following options:
- i) Check your 'Spam' folder
 - ii) Click the 'Resend verification code'

Verification Code Example:
T5gf7Q
*capitalize the 'T' and 'Q'

....continue to page 2 on the back

After verifying your account – review your privacy settings below.

Choose Your Privacy Settings

In addition to transcripts, your school may send a Secondary School Report or Letter of Recommendation. Some receiving schools will give more weight to recommendations and completed SSR forms where the student has agreed the documents will be private and the student will not view them. If you wish to waive your right to review those documents, you may do so below.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to this document, select the checkbox below, constituting your electronic signature.

I recognize the confidential nature of the Secondary School Report and other recommendations and

☐ I waive my right to access

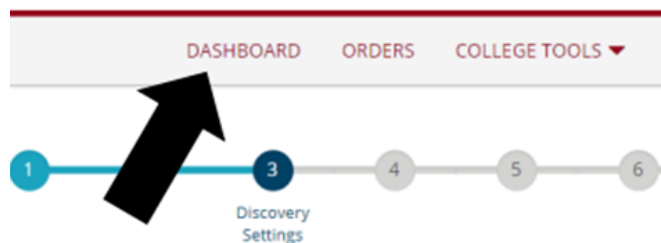
☐ I do not waive my right to access

Recommended - “*I waive my rights to access*” – This allows the school to send your records on your behalf in case of an emergency.

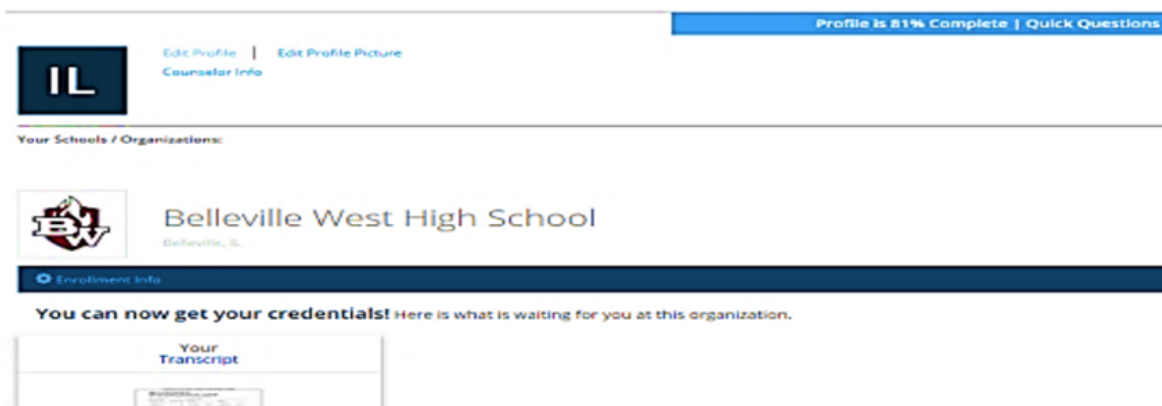
8) Click *Save & Continue*.

9) SKIP ENTERING YOUR INFORMATION

- It's not required to set up your account.
- Instead click ‘**Dashboard**’ at the very top.



CONGRATULATIONS, YOUR ACCOUNT IS SET UP!



Additional Notes

★ Digital copies of an official transcript will **NOT** be released to PERSONAL or BTHS email addresses.

★ Parchment does **NOT** automatically update your Unofficial Self-Views when the school uploads new copies at the beginning of each semester.

- Click ‘Update’ **once** to request the most up-to-date view of your transcript.

★ VISIT FOR MORE INFORMATION: go to the Belleville West Website --> Offices: Guidance & Counseling --> College/Career --> Transcripts.