

# Account Set Up

- 1) Go to the following website: [www.BTHS201.org/transcripts](http://www.BTHS201.org/transcripts)
- 2) Select a campus (East or West)
  - a) **TRANSFERS:** IF you originally attended **Belleville EAST**, then transferred to **Night School** should select **EAST**.
- 3) Create a New Learner Account
- 4) Fill out the required information
  - a) **Use your Full Legal Name**
    - i) **NO** abbreviations, nicknames, or preferred names please.
  - b) **Start Year:** this is the first year you started.
    - i) Example: 2021 students started in most likely started in 2017
  - 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:**
    - i) What is the last grade you completed?
  - e) **Email:** Use a personal email address.
    - i) Current students: Do **NOT** use your **BTHS201** email.
  - 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) By selecting 'Yes' your information will be disvocerable



Order Records for Belleville West

Order Records for Belleville East

- 5) Double-check the information you entered is correct.
- 6) Click the green '**Sign Up**' button
- 7) Verify your account by email.
- 8) Review your privacy settings below.

- a) Recommended - "*I waive my rights to access*"

## 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

I authorize a copy of my credential(s) to be stored in my Parchment account where I can view and manage the document(s).

... CONTINUE TO PAGE 2

9) Click *Save & Continue*.

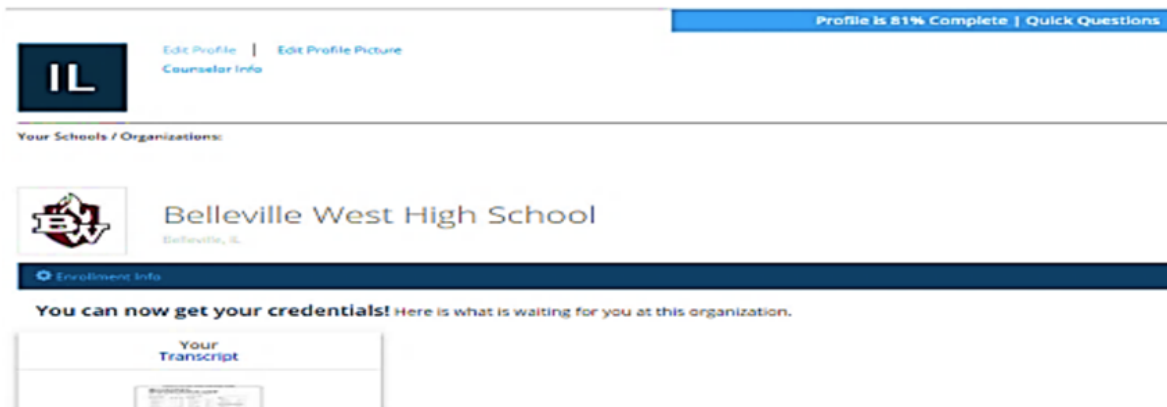
10) Skip entering additional information by clicking 'Dashboard' at the top of the page.

a) Entering additional information is optional.



**CONGRATULATIONS, YOUR ACCOUNT IS SET UP!**

**You are not ready to start your order to a college/university.**



### **Additional Notes**

★ Digital copies of an official transcript will **NOT** be released to PERSONAL or BTHS email addresses.  
Current students may obtain a personal copy from the guidance office, C109.

★ Parchment does **NOT** automatically update your Unofficial Self-View when new grades come in, They must be requested by clicking the 'update' button once.