1. Go to parchment.com
2. In the I would like to box in the center of the screen, select order records on behalf of others.
3. In the search box enter Sam Houston State University
4. Now select Ordering on behalf of someone else and enter an email address.

5. Enter information and create an account.
6. You must have a consent for to upload. Then click continue.

7. Complete form.
8. Enter confirmation code sent to your email address.

9. Proceed with filling out the information on the student.
10. Select order now.

11. Select delivery method and continue.
12. Fill blanks and upload consent form.

13. Then on the next screen enter payment information. You will receive a confirmation email.