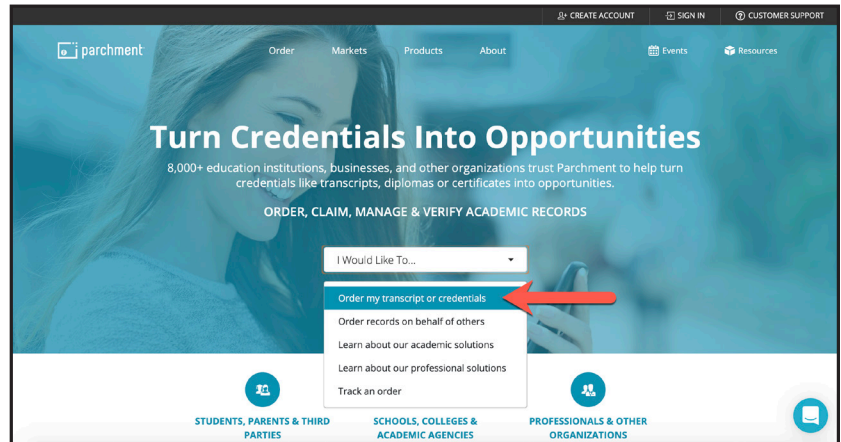
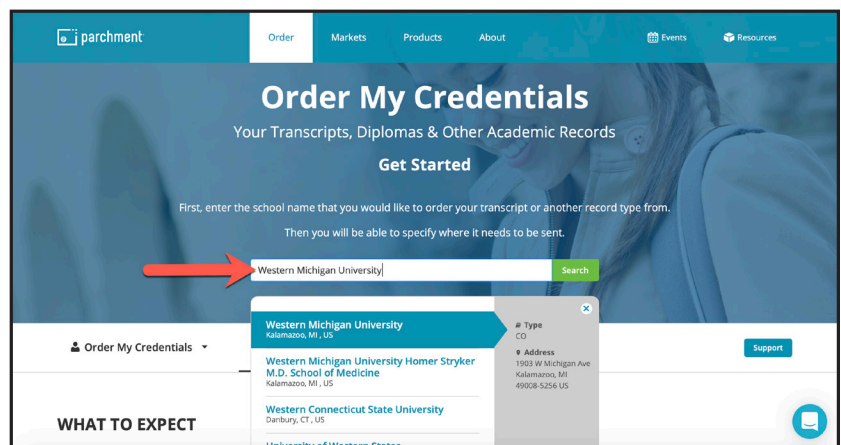


# Instructions for selecting CAS receivers in Parchment

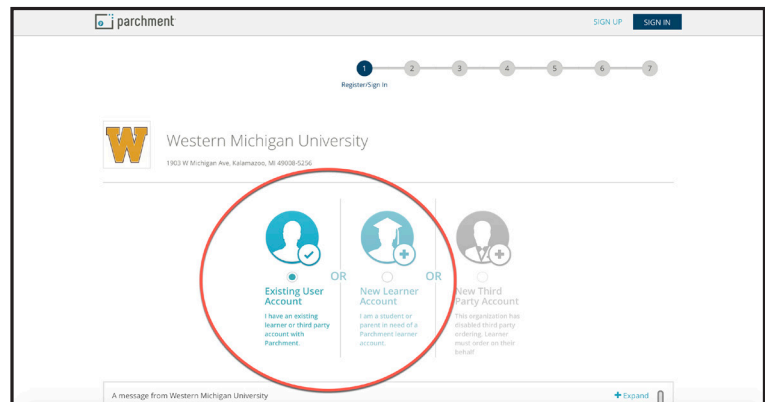
1) Go to Parchment.com. In the “I Would Like To...” bar, select the “Order my transcript or credentials” option.



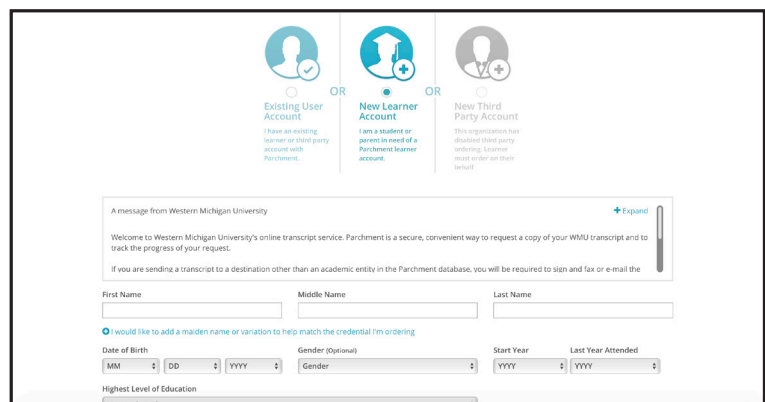
2) Type “Western Michigan University” into the search bar and select the result from Kalamazoo, MI, US.



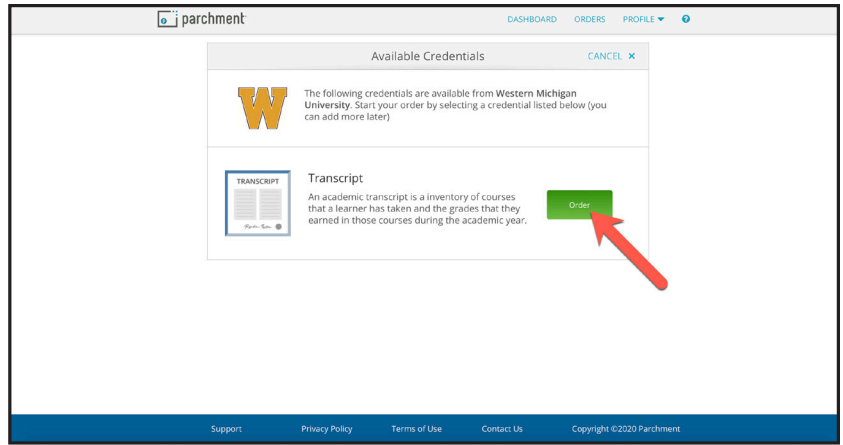
3) Once you have selected Western Michigan University, you will be taken to a screen where you can log in to an existing user account or create a new learner account.



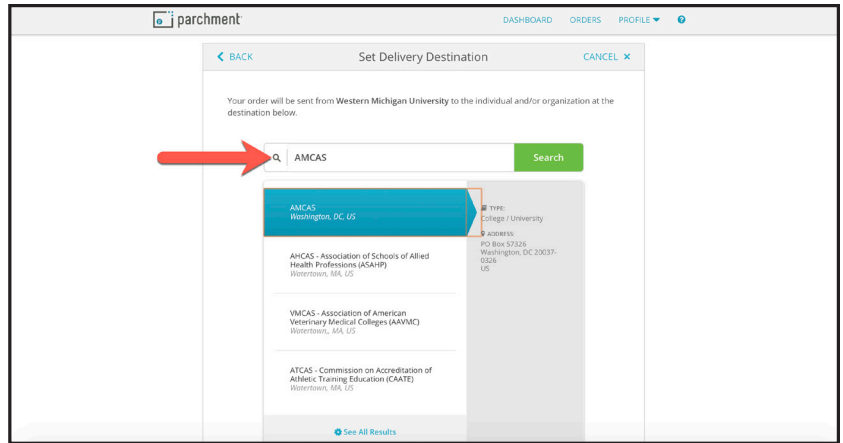
If this is your first time using Parchment, you will create a new learner account. Click the “New Learner Account” icon and enter the requested information.



4) In the “Available Credentials” page, find the Transcript option and click the “Order” button.



5) Type the name of the CAS receiver into the search bar and select the desired result. For this example, we typed “AMCAS” and selected the result from Washington, DC, US.



6) In the Item Details screen, enter the requested information. You no longer need to add attachments in this screen.

