

# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

**GOAL:** This document provides US Testers who passed the GED test **PRIOR** to January 1, 2014 with instructions on how to order duplicate copies of their transcript/diploma for themselves or to be sent to an institution like a college or university.

**IMPORTANT:** If you are ordering a PAPER DOCUMENT to be sent to an address outside of the United States, you must select an International shipping option.

- For international expedited orders, we use [FedEx International Priority](#), which delivers typically in 1 to 3 business days.

**Cut-off time:**

We must have received and processed your order by 2pm (US Mountain time) for it to be sent out the same day. If your order is processed after this time, it will be sent out the following business day.

## Steps to Order Transcripts and Diplomas

1. Go to <https://ged.com> and click on "Life After GED" (see Figure 1).

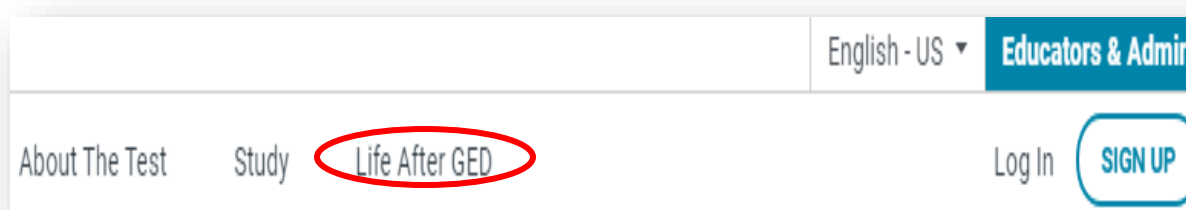


Figure 1: "Official GED Website"

# Ordering Transcripts and Diplomas (for US Testers who took the GED test PRIOR to Jan 1, 2014)

2. Since you credentialed **PRIOR** to 2014 you will need to select your “**Region**” and “**Area**” before clicking on the “**Request Transcripts**” button (see Figure 2).

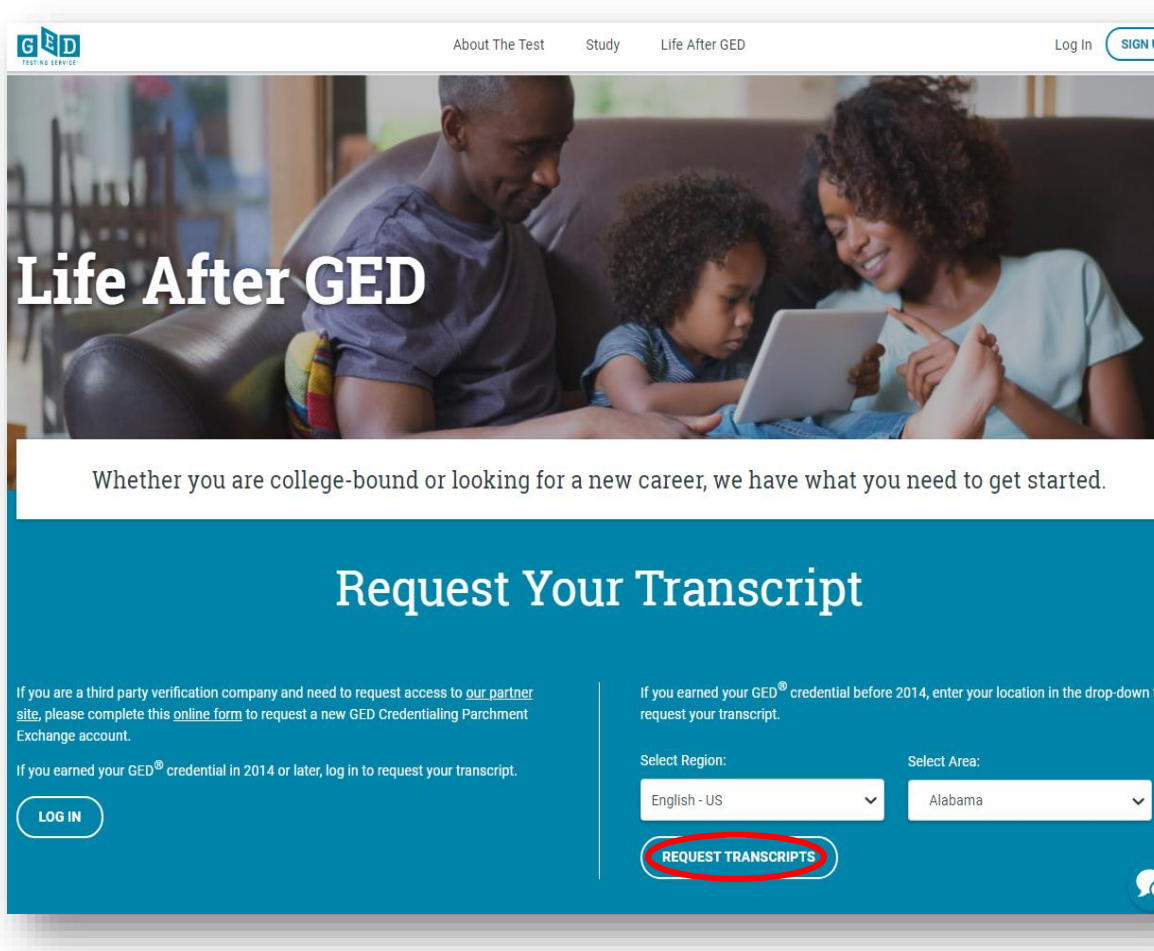


Figure 2: “Request Your Transcript”

# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

3. Click "**Create Account**" if you have not created a GED Credential account before (see Figure 3).

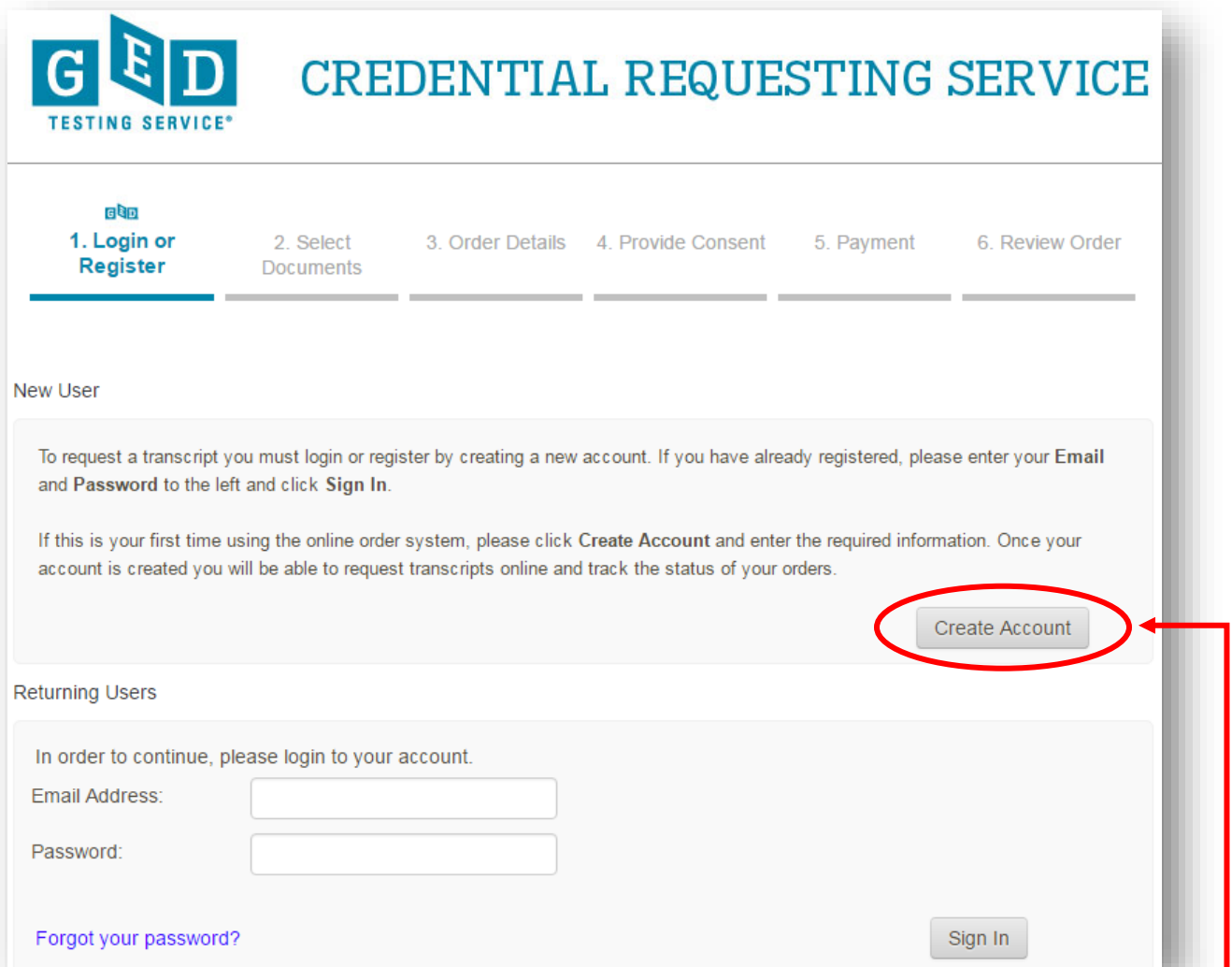
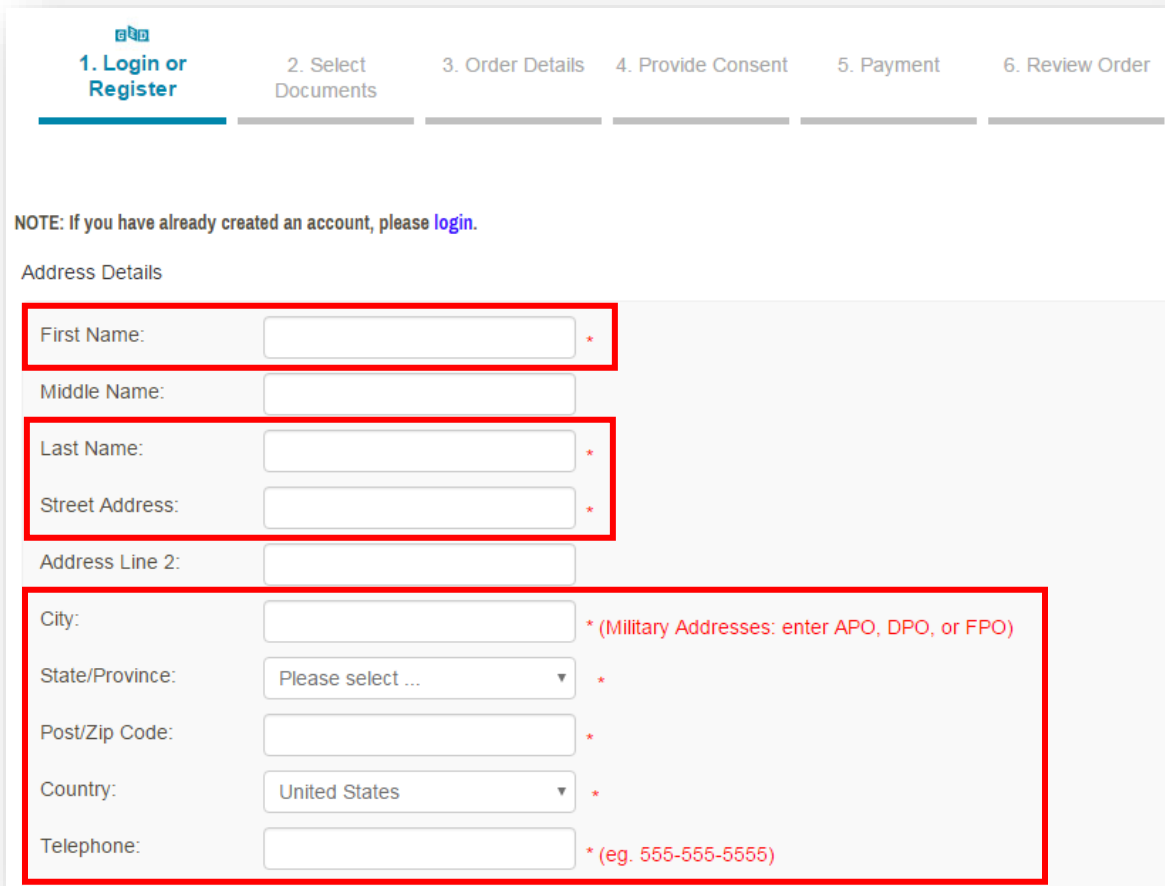


Figure 3: "Create Account"

# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

4. Enter your demographic information and be sure to enter information in all fields marked with an asterisk (\*) (see Figure 4).



**GED**  
1. Login or Register | 2. Select Documents | 3. Order Details | 4. Provide Consent | 5. Payment | 6. Review Order

NOTE: If you have already created an account, please [login](#).

Address Details

First Name:  \*

Middle Name:

Last Name:  \*

Street Address:  \*

Address Line 2:

City:  \* (Military Addresses: enter APO, DPO, or FPO)

State/Province:  \*

Post/Zip Code:  \*

Country:  \*

Telephone:  \* (eg. 555-555-5555)

Figure 4: "Demographic Information"

# Ordering Transcripts and

## Diplomas (for US Testers who took the GED test PRIOR to Jan 1, 2014)

5. Now, complete the “**Authentication Details**” (5), “**Name While Testing**” (5.1) and “**Login Details**” (5.2) sections of this form. Next, click “**Submit**” (see Figure 5.3).

The screenshot shows a web form with several sections highlighted by red boxes and arrows:

- Authentication Details:** Includes fields for Country (United States), Telephone, Date of Birth, and Year Passed GED.
- Name While Testing:** Includes fields for Title, First Name, Middle Name, Last Name, Suffix, and Test ID (Student ID).
- Login Details:** Includes fields for Email Address, Confirm Email, Password, and Confirm Password. A security note states: "For security, your password must be at least 8 characters in length and contain at least 3 of the following: An uppercase letter (A-Z), A lowercase letter (a-z), A number (0-9), A punctuation character".
- Submit:** A button at the bottom right of the form.

Figure 5: “Authentication and Login Details”

Figure 5.1: “Name While Testing”

Figure 5.2: “Login Details”

Figure 5.3: “Submit”

# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

6. Select the type of document you want to order (see Figure 6).

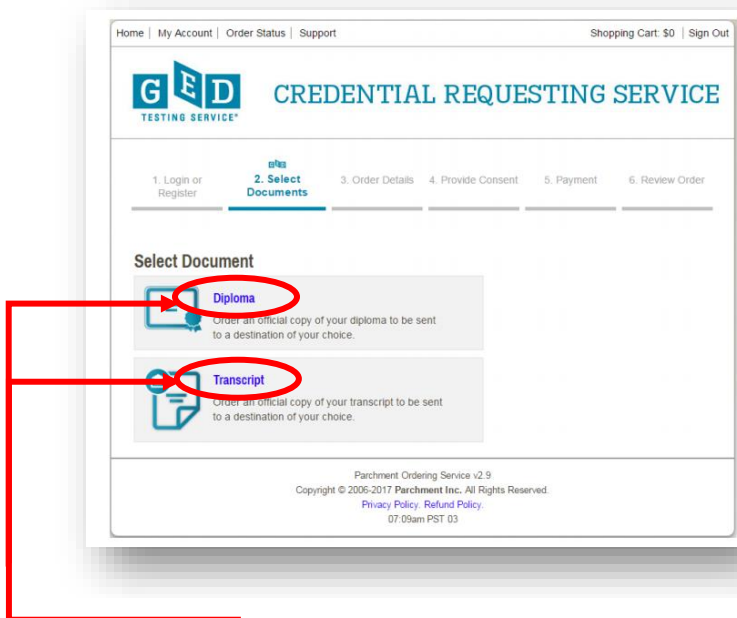


Figure 6: Type of Document

7. Here you will need to indicate where you would like your document(s) sent to. Your institution might already be registered as thousands of institutions are already registered with us. So, enter the name of the institution you would like to send the document(s) to in the space provided eg. Georgetown University and click on the **“SEARCH”** button (see Figure 7).

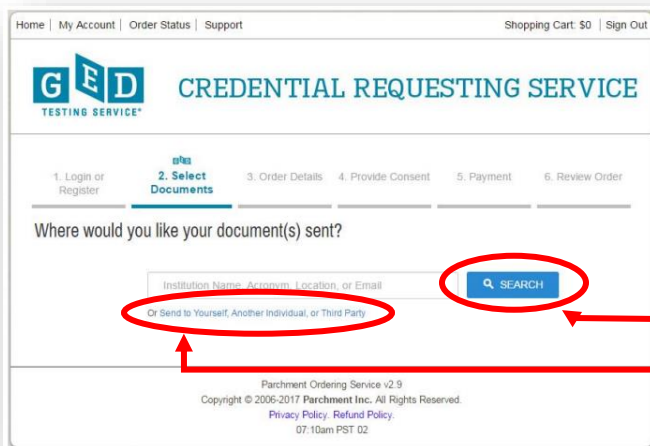


Figure 7: “Search”

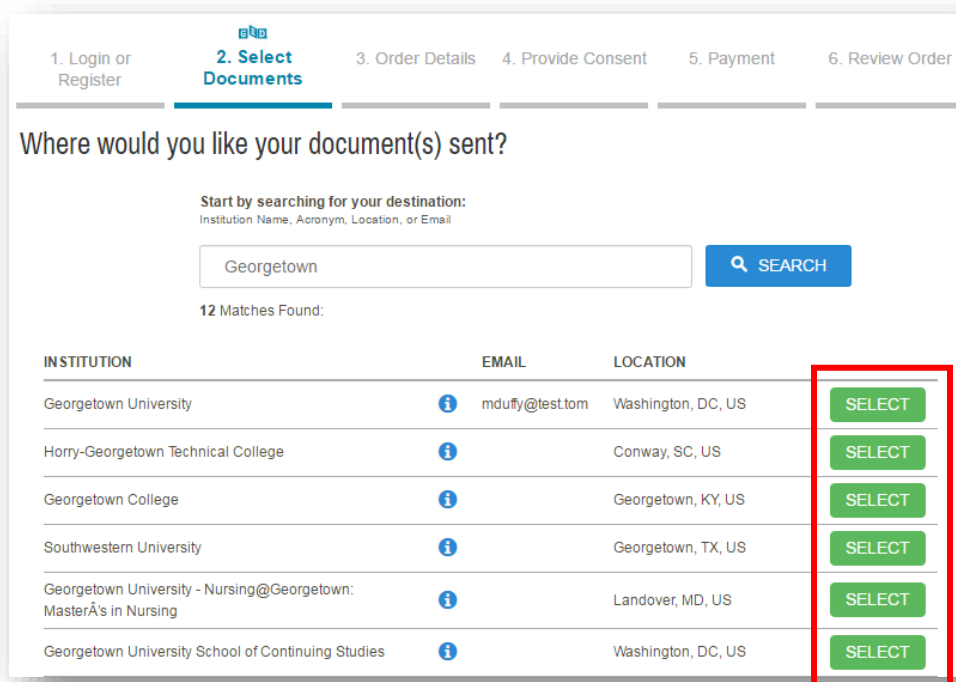
Figure 7.1: "Send to Yourself, Another Individual, or Third Party"

# Ordering Transcripts and

## Diplomas (for US Testers who took the GED test PRIOR to Jan 1, 2014)

**NOTE:** If the institution's name does not appear below the search bar don't worry. Just click on the **"Send to Yourself, Another Individual, or Third Party"** link (see Figure 7.1) **and go to step 8** to find out what your remaining steps in the process are.

7b. If the institution you are sending the document to is a registered third party their name will appear below the **"SEARCH"** button. Be sure to click on the correct **"SELECT"** button as there might be more than one institution listed (see Figure 7b).



1. Login or Register | **2. Select Documents** | 3. Order Details | 4. Provide Consent | 5. Payment | 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:  
Institution Name, Acronym, Location, or Email

Georgetown

12 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Georgetown University	mduffy@test.com	Washington, DC, US	<input type="button" value="SELECT"/>
Horry-Georgetown Technical College		Conway, SC, US	<input type="button" value="SELECT"/>
Georgetown College		Georgetown, KY, US	<input type="button" value="SELECT"/>
Southwestern University		Georgetown, TX, US	<input type="button" value="SELECT"/>
Georgetown University - Nursing@Georgetown: Master's in Nursing		Landover, MD, US	<input type="button" value="SELECT"/>
Georgetown University School of Continuing Studies		Washington, DC, US	<input type="button" value="SELECT"/>

Figure 7b: "SELECT"

# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

7c. If the information listed under "**Destination**" is correct, click on the "**Continue**" button (see Figure 7c) **and go to step 9** to see what your remaining steps are in this process.

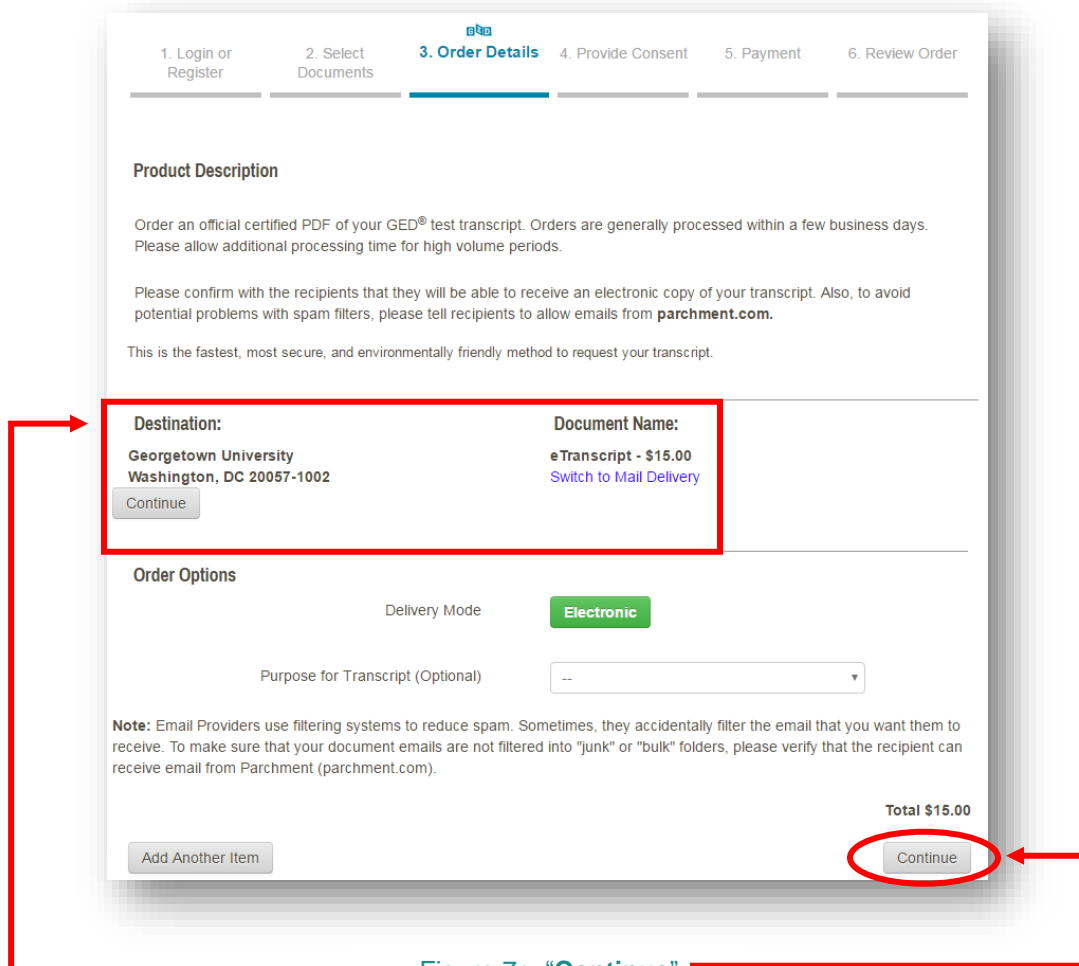


Figure 7c: "Continue"



# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

8. Decide on the type of transcript you would like to send to yourself or the third party and click on the image. Note: Electronic is the fastest, most secure, and environmentally friendly method to request your transcript (see Figure 8).

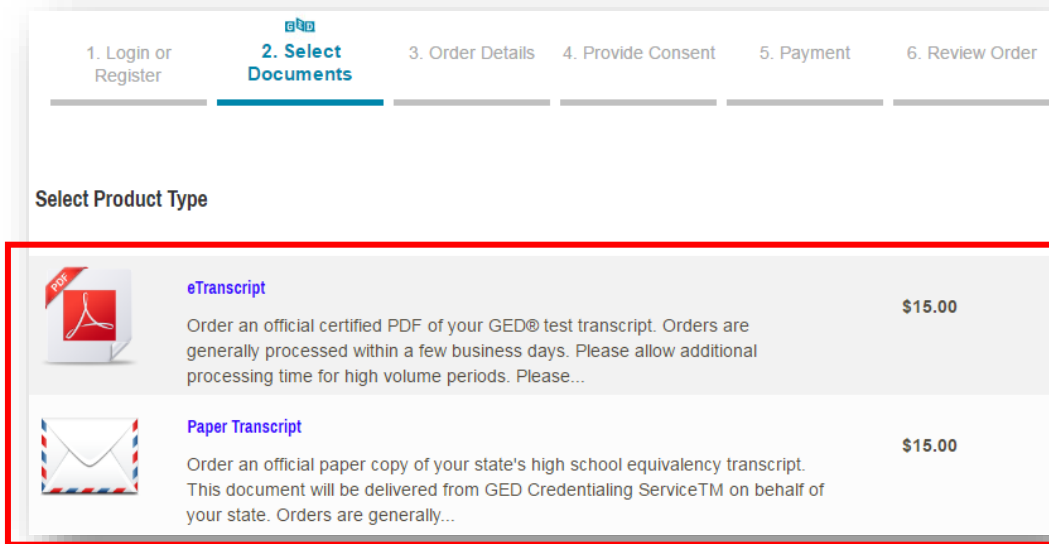


Figure 8: Type of Transcript

# Ordering Transcripts and Diplomas (for US Testers who took the GED test PRIOR to Jan 1, 2014)

8b. Enter the “**Recipient's Name**” and “**Email Address**” (see Figure 8b). Before clicking on the “**Continue**” button you should confirm with the recipient that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please tell the recipient to allow emails from [parchment.com](http://parchment.com) (see Figure 8b.1).

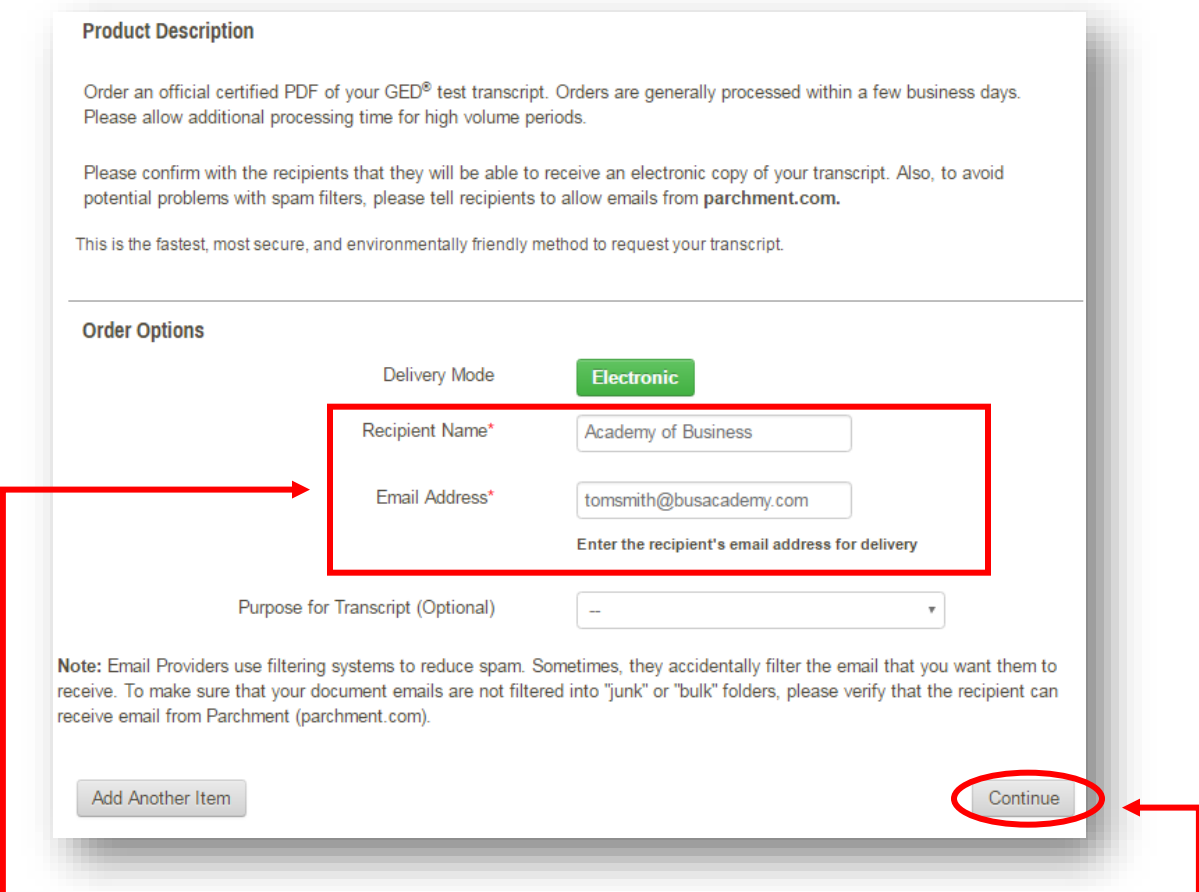


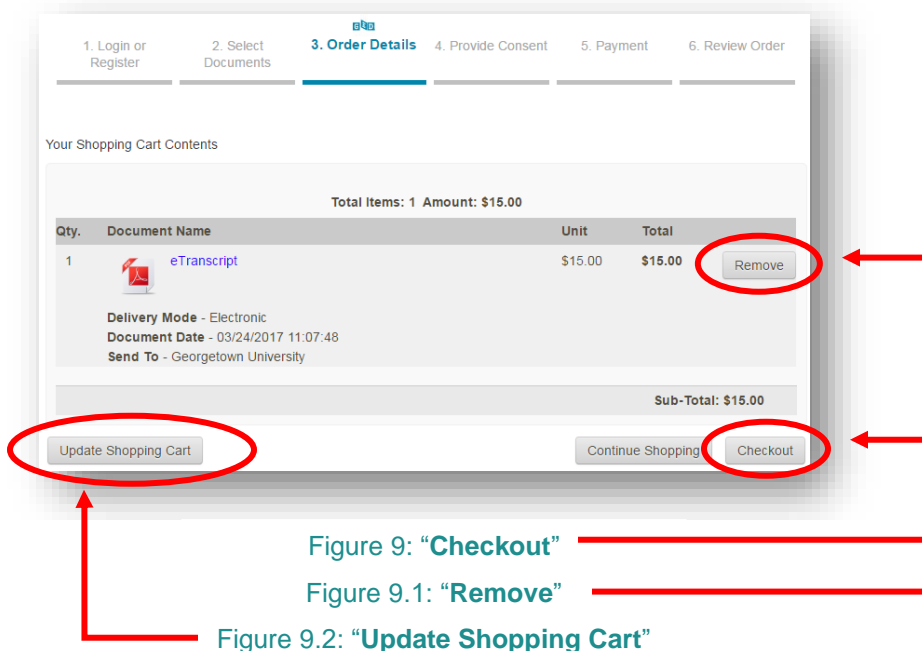
Figure 8b: “**Recipient Name**” and “**Email Address**”

Figure 8b.1: “**Continue**”

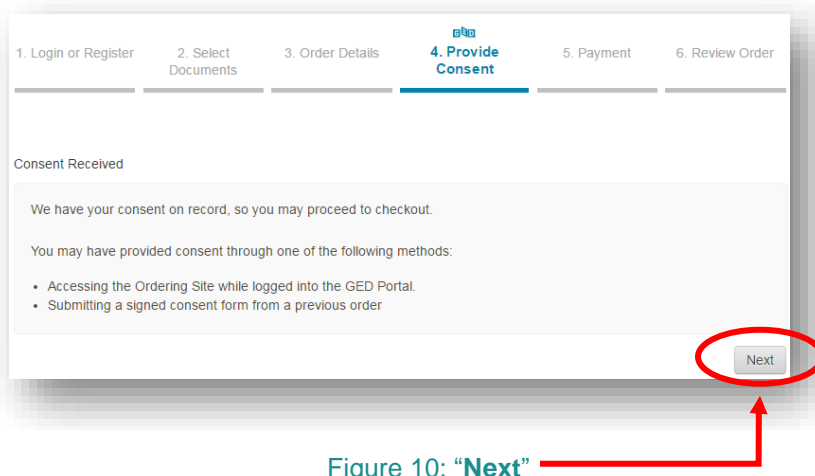
# Ordering Transcripts and

## Diplomas (for US Testers who took the GED test PRIOR to Jan 1, 2014)

9. Details about what you ordered will be listed on the screen. If you would like to continue with the order click "**Checkout**" (see Figure 9). If you have changed your mind about the order you can click on the "**Remove**" (see Figure 9.1) button or "**Update Shopping Cart**" button (see Figure 9.2).



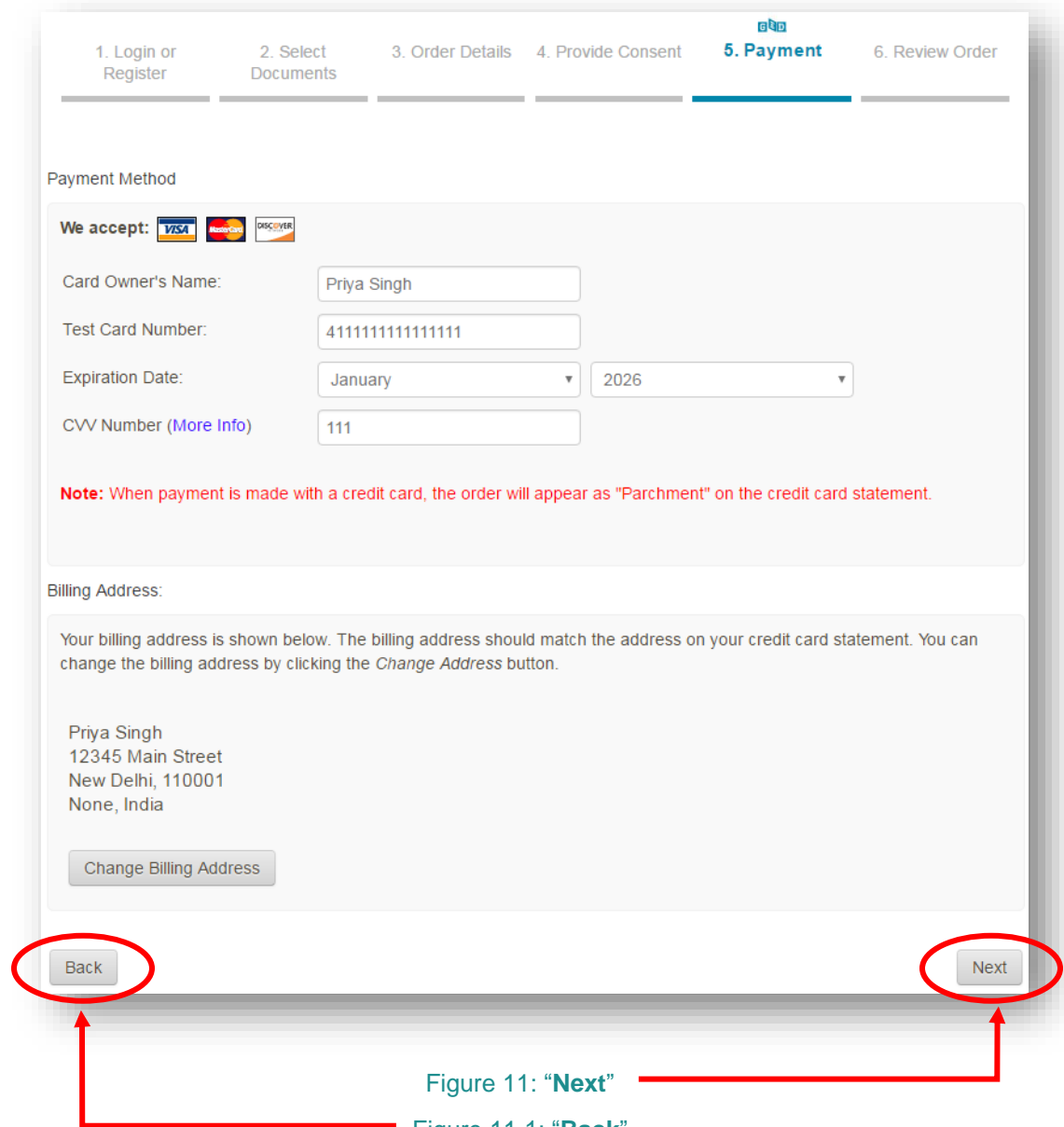
10. You will see a message stating we have your consent on record so you can proceed to checkout by clicking on the "**Next**" button (see Figure 10).



# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

11. Now, you will see the payment screen. Enter the required information and be sure to check that the billing address listed is correct. Then, click on the "Next" (see Figure 11) button to proceed. Note: You can click on the "back" button to go back to the previous screen (see Figure 11.1).



# Ordering Transcripts and Diplomas (for US Testers who took the GED test PRIOR to Jan 1, 2014)

12. It's time to review your order. If you need to edit payment or billing address information you can do so on this screen (see Figure 12).

1. Login or Register | 2. Select Documents | 3. Order Details | 4. Provide Consent | 5. Payment | **6. Review Order**

Confirm Your Billing Info:

**Test Credit Card: Visa**

Card Owner's Name:	Priya Singh	<a href="#">Edit Payment Information</a>
Test Card Number:	4111XXXXXXXX1111	
Expiration Date:	January, 2026	
CVV Number ( <a href="#">More Info</a> )	111	

**Billing Address: (\*Must match the address associated with your credit card)**

Priya Singh	<a href="#">Edit Billing Address</a>
12345 Main Street	
New Delhi, 110001	
None, India	

Figure 12: Payment or Billing Address Screen

13. Details about the document you ordered will be listed towards the bottom of this page. If the information on this page is correct click on the "Confirm" button (see Figure 13).

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$15.00	\$15.00

**Delivery Mode** - Electronic

**Document Date** - 03/24/2017 11:07:48

**Purpose For Transcript** - Employment

**Send To** - Georgetown University

Sub-Total: \$15.00  
Total: \$15.00

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back](#) [Confirm](#)

Figure 13: "Confirm"



# Ordering Transcripts and Diplomas

(for US Testers who took the GED test PRIOR to Jan 1, 2014)

14. On the following screen your order number will be listed. It is recommended that you take note of the order number in case you need it for future reference (see Figure 14).

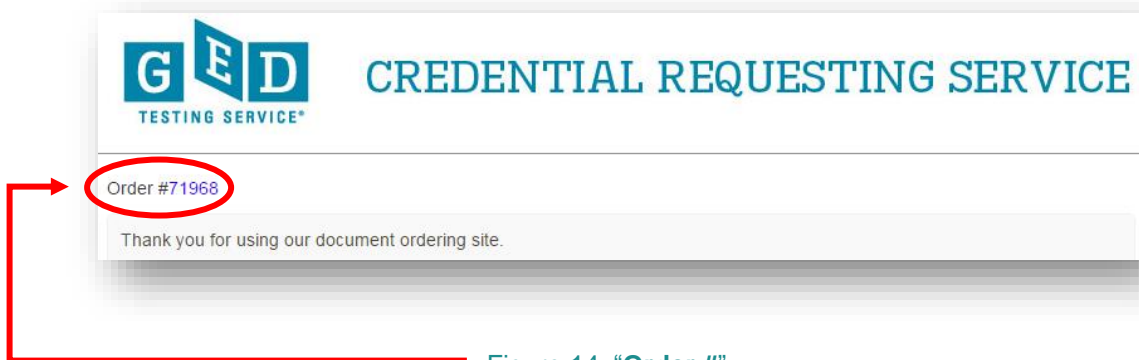


Figure 14: "Order #"



**IMPORTANT:** If you have additional questions please email us at [help@ged.com](mailto:help@ged.com).