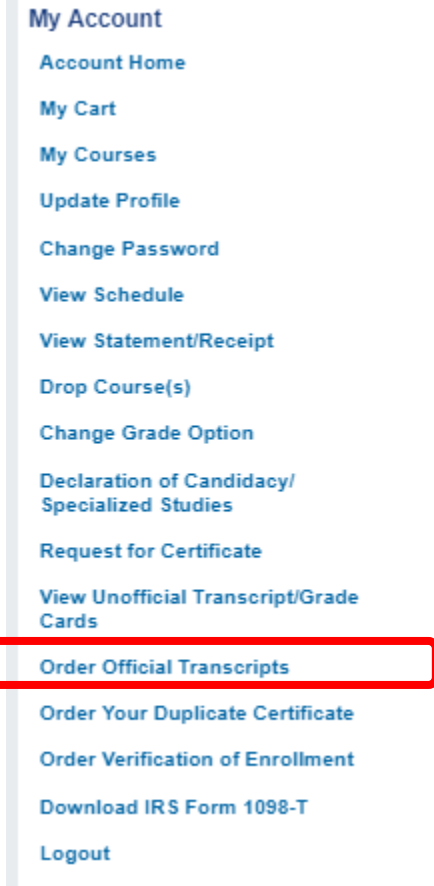
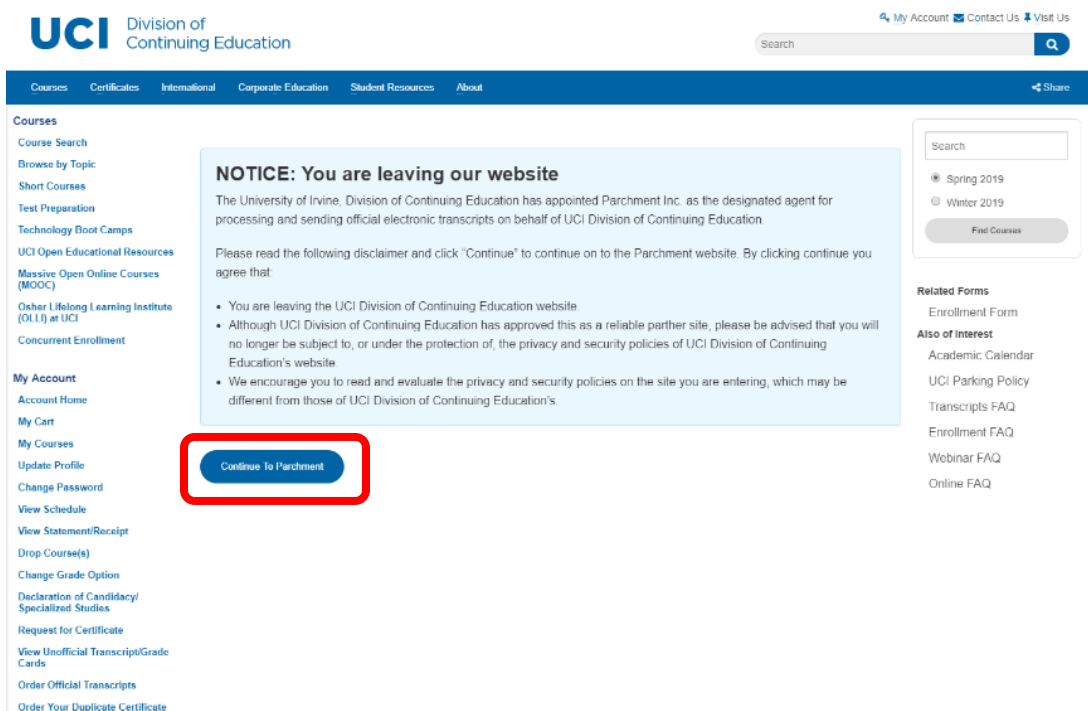


To Order Your Official Transcript

1. **Login** to your UCI DCE "MY ACCOUNT" here: <https://ce.uci.edu/courses/secure/login.aspx>
 - Please use the *Reset Password* link to reset your password if you do not remember it.
2. Once you login, under "My Account", Select "ORDER OFFICIAL TRANSCRIPTS"



3. When you see this next screen, click on the blue "Continue to Parchment" button.



4. On the next screen, you will be asked to agree to the “Terms and Privacy”. Click “Yes” if you agree and want to continue.

parchment COLLEGE TOOLS SEND A TRANSCRIPT SIGN UP SIGN IN

1 2 3 4 5 6 7

Terms and Privacy

Terms of Use and Service Agreement

By signing up you agree to the Parchment [terms of use](#) and [service agreement](#).

Yes, I agree to the terms of user and service agreement

No, I do not agree to these terms or service agreement

Next

5. On the next screen, Click on “New Learner Account”

parchment SIGN UP SIGN IN

1 2 3 4 5 6 7 Register/Sign In

University of California Irvine Div of Cont Ed
Pereira Dr, Irvine, CA 92616-6050

Existing User Account
I have an existing learner or third party account with Parchment.

New Learner Account
I am a student or parent in need of a Parchment learner account.

New Third Party Account
I am an administrator or third party ordering on behalf of a student.

6. On the bottom of the screen, some of your information will already be entered. Please update the following fields and click on the green “SIGN UP” button:
- Start Year
 - Last Year Attended
 - Highest Level of Education
 - Choose an email and password for your Parchment Account. You can use the same email and password as your UCI DCE account.

A message from University of California Irvine Div of Cont Ed

Thank you for using Parchment to order your transcripts.

If you wish to add any attachments to your order, please be sure to send the attachment(s) to the UCI Continuing Education Records Office at dce-records@uci.edu after you order your transcript(s) through Parchment.

Your Name

I would like to add a maiden name or variation to help match the credential I'm ordering

Date of Birth Gender (Optional) Start Year Last Year Attended

Highest Level of Education

Email Password (Must be at least 7 Characters) Re-type Password

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).
[Already have an account?](#)

SIGN UP