To Order Your Official Transcript

1. **Login** to your UCI DCE “MY ACCOUNT” here: [https://ce.uci.edu/courses/secure/login.aspx](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.

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

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.**