

Banner Web

Transcript Ordering Process in Banner
(for current students)



COVENANT
COLLEGE

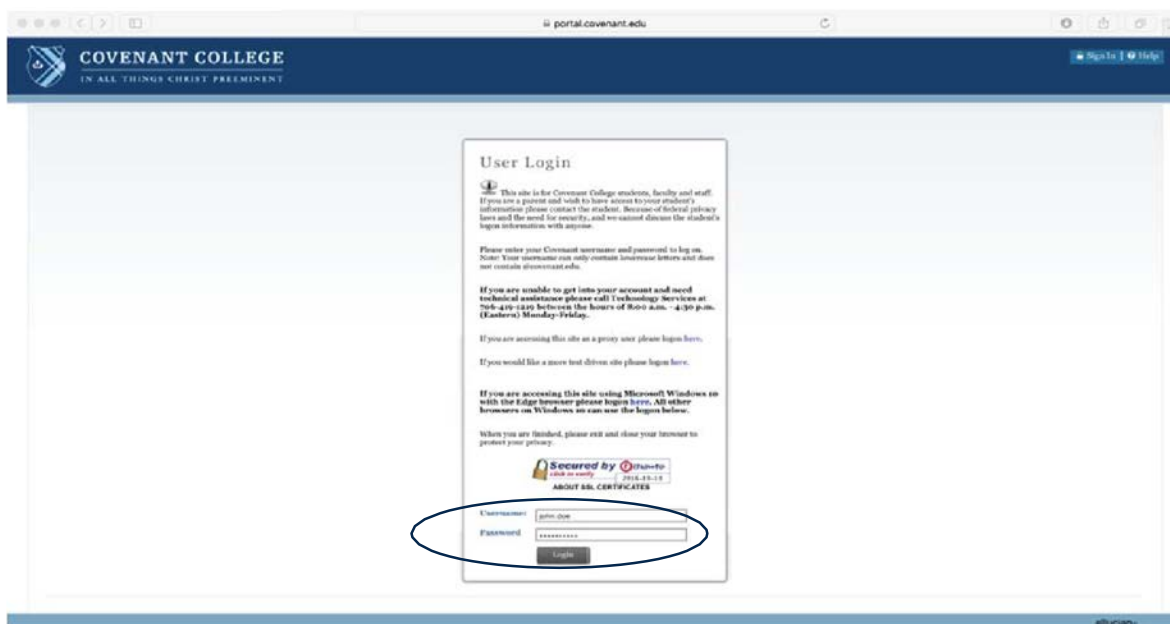
IN ALL THINGS CHRIST PREEMINENT

Transcript Ordering Process in Banner (for current students)

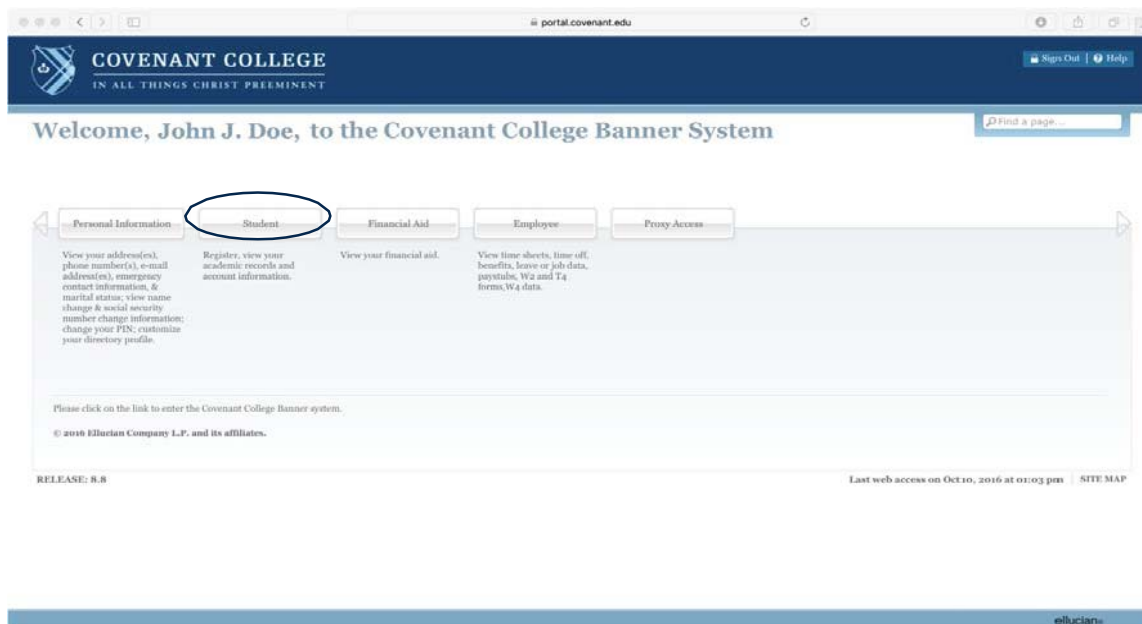
Purpose: Covenant partners with Parchment, a digital credential service, to process orders for all transcripts. Parchment can send an official electronic or paper copy of your transcript to any valid email or physical address. The instructions below outline how to access Covenant’s ordering site with Parchment.

If you do not have an active Banner account, please use the instructions titled “Transcript Ordering Process in Parchment.”

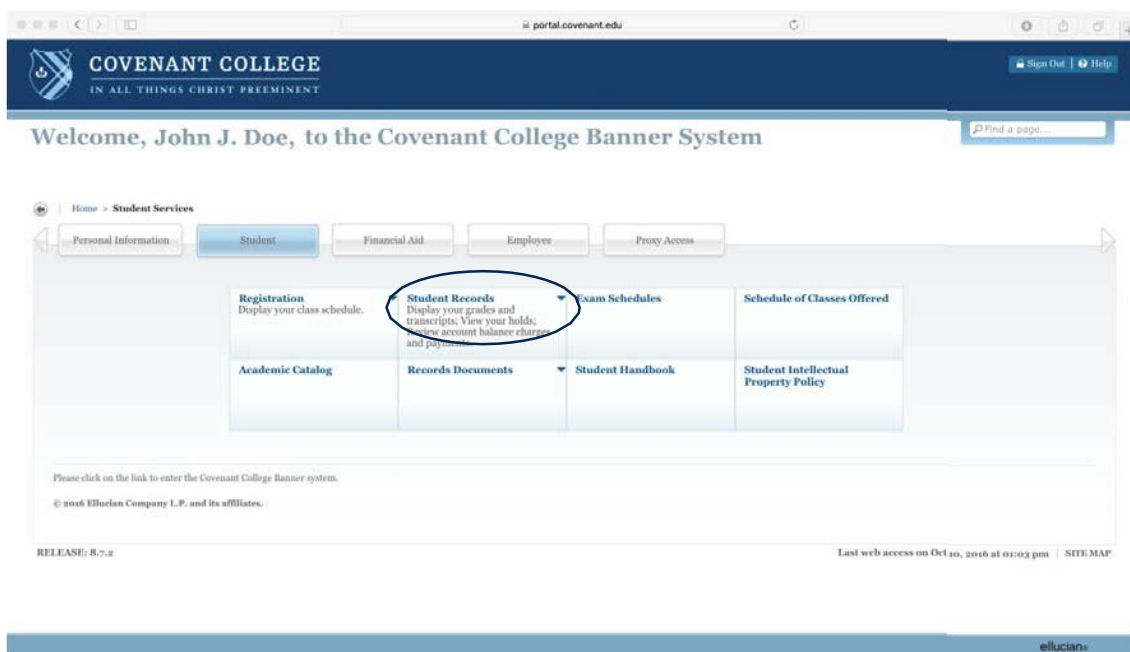
1. If you have an active Banner account, log in at banner.covenant.edu.



2. Click “Student.”



3. Click “Student Records.”



portal.covenant.edu

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

Welcome, John J. Doe, to the Covenant College Banner System

Home > Student Services

Personal Information | **Student** | Financial Aid | Employee | Proxy Access

Registration Display your class schedule.	Student Records Display your grades and transcripts; View your holds; Review account balance charges and payments.	Exam Schedules	Schedule of Classes Offered
Academic Catalog	Records Documents	Student Handbook	Student Intellectual Property Policy

Please click on the link to enter the Covenant College Banner system.

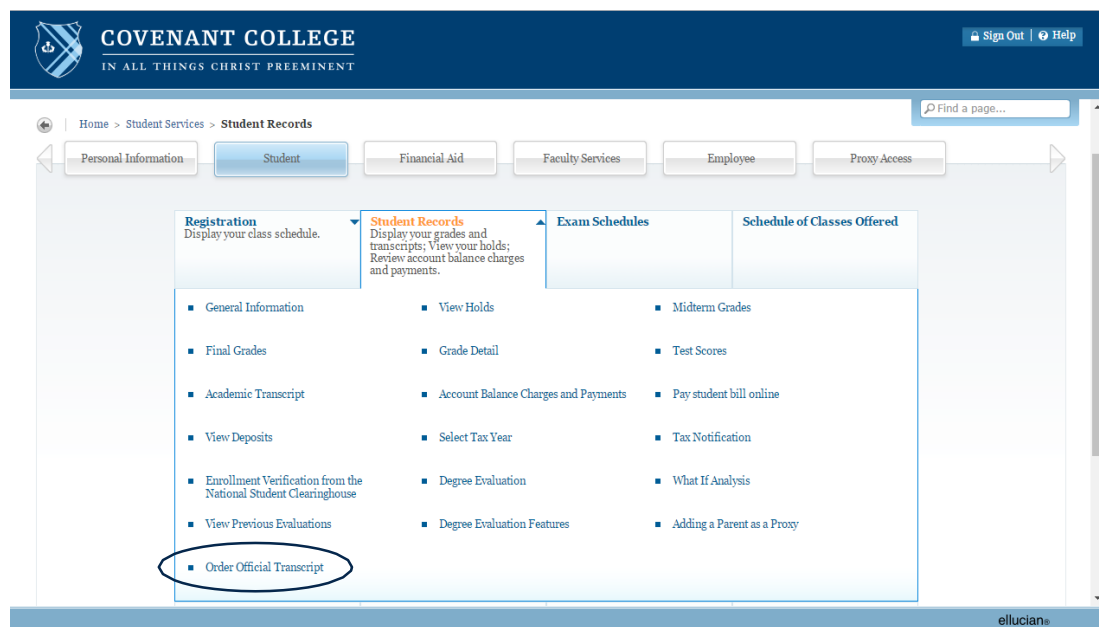
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RELEASE: 8.7.a

Last web access on Oct 10, 2016 at 03:03 pm | SITE MAP

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4. In the dropdown menu, click “Order Official Transcript.”



portal.covenant.edu

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

Home > Student Services > **Student Records**

Personal Information | **Student** | Financial Aid | Faculty Services | Employee | Proxy Access

Registration Display your class schedule.	Student Records Display your grades and transcripts; View your holds; Review account balance charges and payments.	Exam Schedules	Schedule of Classes Offered
<ul style="list-style-type: none"> General Information Final Grades Academic Transcript View Deposits Enrollment Verification from the National Student Clearinghouse View Previous Evaluations Order Official Transcript 	<ul style="list-style-type: none"> View Holds Grade Detail Account Balance Charges and Payments Select Tax Year Degree Evaluation Degree Evaluation Features 	<ul style="list-style-type: none"> Midterm Grades Test Scores Pay student bill online Tax Notification What If Analysis Adding a Parent as a Proxy 	

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5. Click the link to Parchment. Step-by-step instructions are also available.

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

Sign Out | Help

Personal Information | Advancement Officers | Student | Faculty Services | Employee | WebTailor Administra | Find a page...

Transcript Ordering Site

Home > Student Services > Student Records > Order Official Transcript

Apr 21, 2017 08:38 am

Covenant is partnering with Parchment, an academic credential management company to deliver transcripts, both electronic and paper versions. Electronic transcripts are normally processed in a few business days costing \$6, with paper transcripts total processing in 7-10 business days costing \$9. Current students and alumni are able to:

- Order a transcript 24/7 from anywhere in the world with internet access.
- Request an official electronically-accessed transcript or mailed paper transcript.
- Confirm an electronic signature and payment through a secure online portal.
- Receive email notifications if a hold is preventing the release of a transcript.
- Track when transcripts are processed and electronic transcripts opened.
- Include attachments to be delivered with the transcript (ex. AMCAS exam form).

The process is fairly intuitive, but we have included [step-by-step instructions](#) for ordering a transcript in the Parchment system.

[Access the Transcript Ordering Site](#)
[Skip to top of page](#)

Please click on the link to enter the Covenant College Banner system.

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6. The first time you log in, Parchment will ask you to enter personal information to identify your student record. Click “Submit” when you’ve finished.

Support | Contact Us

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

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

Address Details

Welcome to the Covenant College document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name: *

Middle Name:

Last Name: *

Street Address: *

Address Line 2:

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

State/Province: *

Post/Zip Code: *

7. Next, you'll be asked to select a destination for your transcript to be sent. If you want to send it to an educational institution, use the search bar in the center of the screen. To send it to a different destination not available in the search bar, use the link immediately below the search bar and skip to step 9.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

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?

Florida State SEARCH

[Or Send to Yourself, Another Individual, or Third Party](#)

Parchment Ordering Service v2.9
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08:15am PDT 01

8. Click “Select” next to the name of the correct institution. Carefully select the appropriate institution, office, email, or mailing address because a misdirected transcript will require that you pay again to send a transcript to the correct destination.

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

Florida State SEARCH

10 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Florida State University	admsofficer@admin.fsu.edu	Tallahassee, FL, US	SELECT
Florida State College at Jacksonville	mary.chambliss@fscj.edu	Jacksonville, FL, US	SELECT
Florida SouthWestern State College - ALL CAMPUSES	admissions@fsw.edu	Fort Myers, FL, US	SELECT
Eastern Florida State College		Cocoa, FL, US	SELECT
Northwest Florida State College	lillyc@nwfsc.edu durhamb@nwfsc.edu cooperk@nwfsc.edu	Niceville, FL, US	SELECT
State College of Florida, Manatee-Sarasota		Bradenton, FL, US	SELECT
State College of Florida	sweett@scf.edu	Bradenton, FL, US	SELECT
Florida State University Panama City	gbuckland@pc.fsu.edu admissions@pc.fsu.edu	Panama City, FL, US	SELECT
Florida State Board of Nursing		Tallahassee, FL, US	SELECT
State of Florida Regional Conflict Counsel	gregory.ates@rcct.myflorida.com	Pensacola, FL, US	SELECT

Not finding your destination? ENTER YOUR OWN

You can enter a destination manually by using a physical address or an Email address




9. Select the type of transcript you would like to send. Electronic has become the preferred means of delivery for many institutions, as it is for Covenant. A transcript can be sent to any valid email or physical address, with expedited shipping available.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

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

Select Product Type

	eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Please allow additional processing time for high volume periods). Please confirm with...	\$6.00
	Paper Transcript Order an official paper copy of your transcript. Orders are generally processed within a few business days (Please allow additional processing time for high volume periods). NOTES: Transcripts will...	\$9.00
	Paper Transcript - For Pickup by Student Order an official paper copy of your transcript. Orders are generally processed within a few business days (Please allow additional processing time for high volume periods). NOTES: Transcripts will...	\$9.00

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11:11am PDT INT01

10. Confirm the recipient information is correct, select your sending timeline, purpose, and click “Continue.” Transcripts held for grades or degree are processed in batch soon after all grades are due. An attachment (e.g. AMCAS Form) may be uploaded to be delivered with your transcript.

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Covenant College is only responsible for the content of the academic transcript. Covenant permits a student to attach a document to be delivered with their transcript, but **Covenant is not responsible for the content of any attachment.**

Destination:
Florida State University
Tallahassee, FL 32306-2400

Document Name:
eTranscript - \$6.00
[Switch to Mail Delivery](#)

Order Options

Delivery Mode: **Electronic**

Processing Time: **Now** Hold for Grades Hold for Degree
Holds are for current term only

Purpose for Transcript (Optional):

Attachment (Optional): No file chosen

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$6.00

11. Confirm that the contents of your order are correct. Continue shopping to order additional transcripts. Then, click “Checkout.”

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$6 | Sign Out

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

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

Your Shopping Cart Contents

Total Items: 1 Amount: \$6.00

Qty.	Document Name	Unit	Total
1	eTranscript	\$6.00	\$6.00 Remove

Delivery Mode - Electronic
Processing Time - Now
Recipient Name - Covenant College
Email Address - ws-techassistant@covenant.edu
Document Date - 03/29/2017 13:23:45

Sub-Total: \$6.00

[Update Shopping Cart](#) [Continue Shopping](#) **[Checkout](#)**

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 01:24pm PDT INT01

12. Ordering through Banner confirms your acceptance of FERPA release as your electronic signature. When you no longer have an active Banner account, you will be required to set up a new account. Click “Next.”

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$6 | Sign Out

COVENANT COLLEGE
IN ALL THINGS CHRIST PREEMINENT

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

Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Submitting a signed consent form from a previous order




[Next](#)

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 01:25pm PDT INT01

13. Enter your payment information, then click “Next.”

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

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number (More Info)

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the [Change Address](#) button.

Guinea Pig
14049 Scenic Hwy
Lookout Mountain, GA 30750
United States

[Change Billing Address](#)

[Back](#) [Next](#)

Parchment Ordering Service v2.9
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01:25pm PDT INT01

14. Confirm your order details. After confirmation, your transcript order will go into processing!

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name: Guinea Pig [Edit Payment Information](#)

Test Card Number:

Expiration Date: January, 2026

CVV Number ([More Info](#))

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

Guinea Pig
14049 Scenic Hwy
Lookout Mountain, GA 30750
United States [Edit Billing Address](#)

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$6.00	\$6.00

Delivery Mode - Electronic

Processing Time - Now

Recipient Name - Covenant College

Email Address - ws-techassistant@covenant.edu

Document Date - 03/29/2017 13:23:45

Sub-Total: \$6.00
Total: \$6.00

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](#)

You will receive multiple email notifications including confirmation of your order, if your order is placed on hold, when an order has been processed, and when an electronic transcript has been delivered and then opened.

If you have a hold on your account, you will receive an email advising the hold and who to contact to resolve your hold. Once all holds are cleared, your transcript order will be processed, you will receive an email confirmation, and your credit card is only charged when your order is fulfilled. If your hold is not cleared within 30 days, your order will expire.

Contact the Office of Records at recordsoffice@covenant.edu or call 706-419-1190 with any questions.