

## TRANSCRIPT REQUESTS

1. Go to [www.baker.edu](http://www.baker.edu)
  2. Hover over “Student Services”
  3. Choose “Academics”
  4. Select “Transcript Requests” on the left hand side, halfway down the page
    - You may log in through **SOLAR (this is the preferred method)** and it will populate much of your information for you. To log in with SOLAR, click on the link in the transcript request page or go to the top of the page and click on “Solar System” and then click on “Need a Password” in the middle of the page. A box will pop up asking you to enter a form of identification—enter your Social Security Number and click “continue” and then follow prompts to set your password. Now you can login with your Social Security Number and password. **NOTE:** One of the prompts will ask for your first quarter of attendance. If you are unsure what quarter you began taking classes through Baker College, please contact the Academic Office at (231)876-3154.
    - The second option is to create an account with **Parchment Exchange**. If you use Parchment Exchange instead of SOLAR, it will ask you for your UIN. If you do not know it, you can type in “unknown” and it will let you proceed to the next page.
  4. Click on Transcript Ordering Process  
You will have the option to order official transcripts (what you’ll want to send to colleges) or to view your unofficial transcript (for your information)
  5. Click on “Transcript Request Sign-on”
  6. Choose a destination  
Options: Organization (college, employer, scholarship fund, etc.)  
Self  
Other individual
  7. Choose how you want your transcript delivered:  
Options: eTranscript (sent directly from Parchment electronically – **fastest & recommended method**) - \$3  
Paper Transcript (will be mailed through USPS) - \$3  
Paper Transcript – Pickup – pick up at a Baker campus - \$5
- NOTE:** In order for a transcript to remain “official” it must go directly to the recipient (student cannot hand deliver). There will also be a box indicating that you would like your transcript to be held until all grades have posted. Checking this box is **HIGHLY RECOMMENDED** to ensure that the transcript you are ordering is complete. Failure to check the box may require you to order a second transcript.
8. Follow prompts to enter name, email address, etc. If you need to send something with your transcript, there is an option to upload it and Parchment will send when they send your transcript.
  9. Click “Continue”, review your cart, and then click “Checkout”
  10. Provide consent by clicking “Next”
  11. Payment/Checkout – follow prompts to input debit/credit card info
  12. Review Order and click “Confirm”
  13. You will receive an order number as well as an email verification once it has been received by Parchment