



You have received an email with a link in it (or a handout with a code on it) to help you register for a Parchment account. We call this a 'registration code'.

A **registration code** lets you register for a Parchment account quickly because your high school and some other information (like your name and date of birth) will already be in the system.

- If your registration code came in an **email**, click the link in the email and then follow the steps below.
  - If your registration code is in a **handout**, go to [parchment.com/register](https://parchment.com/register), enter the code into the white boxes, and follow the steps below.
1. Once you have accessed the page to register, fill in the fields.
    - **All fields with a \* (asterisk) are mandatory.**
    - If you get an error telling you that 'a valid password is required', make sure you enter a password that is at least 7 characters long.
    - Under **Colleges, scholarship programs, and other institutions are looking for students like you**, click **Yes** if you'd like to share your information with colleges, or click **No** if you'd rather not.
      - If you opt-in, this means that we will make some of the information you provide to us available to a variety of colleges and programs. Then the colleges and programs can send you information about them, so you can see if they fit your college plans.
      - Colleges cannot find you at Parchment unless you choose to opt-in.
  2. Check the box to accept the terms of use and service agreement.
    - If you're under 18, you must check the box to confirm that you have your parents' permission to create the account.
  3. Click **Let's go!**
    - If you chose to share your information with colleges, you will have one more step where you will enter your contact and academic information.