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Learner Experience  
with SSO  
Loyola University  
Chicago  
Quick Reference Guide

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## TRANSCRIPTS

**Current students and individuals with LOCUS IDs:** Request your official transcripts through [LOCUS](#).

**Alumni and former students:** Please enter all the information below to verify your identity. If we have the correct information available online, then you will be sent to the LOCUS student system to request an official transcript.

Choose which identifier you would like to use: Last 4 digits of SSN:  LID:

Your birthdate: Month:  Day:  Year:

First 2 letters of your Last Name while attending Loyola:

NOTE: If we do not have your information online, then you must use mail or fax to submit a [written request form](#). Transcripts cannot be processed for students with outstanding financial obligations to Loyola University Chicago. If you have questions regarding financial holds on your record, please call the Office of the Bursar (773.508.3180), or the Office applying the hold.

**Transcript Fees:** No fee is charged for transcripts sent by regular USPS mail.

**To request expedited mailing services:**

- **Current students and individuals with LOCUS IDs** may pre-pay for this service when you submit your order via LOCUS.
- **Alumni and former students where we do not have your information online** must submit the [written request form](#) and send us a pre-paid mailing label to: [Transcripts@luc.edu](mailto:Transcripts@luc.edu) or the address listed above. Contact us if you plan to mail a completed order form with a check or money order, made payable to Loyola University Chicago, for the total amount calculated for expedited mailing fees.

For privacy and security purposes, we are unable to accept credit card information over the phone, via fax, email, mail or in office.

**Processing Time:** Orders will be processed when payment is received for expedited mailing (if applicable), no exceptions.

Pre-mailing processing time for both regular mail and expedited mailing is generally 2 weeks and longer during peak times or during special circumstances like COVID-19. Please contact our office for up-to-date processing times at: [Transcripts@luc.edu](mailto:Transcripts@luc.edu).

**Mundelein College Students, Mallinckrodt College Students and Students who attended Loyola prior to 1983:** Students who have coursework at Loyola prior to 1983 and students who attended Mundelein College or Mallinckrodt College prior to 1991 must submit a [written request form](#) and reference the section above if requesting expedited mailing. Additional processing time may be required for these transcript requests.

**Stritch School of Medicine Students:** To obtain copies of your transcript, please contact the Stritch School of Medicine Registration and Records Office at [ssomregrec@LUC.edu](mailto:ssomregrec@LUC.edu) or visit their website at: <https://ssom.luc.edu/regrec>

The learner will start by entering their student account details at the Alumni and Former Student transcript ordering page: <https://transcriptrequest.luc.edu/alumni/pages/jsp/> . Click Submit at the bottom to continue.

[ABOUT US](#)

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[STUDENTS](#)

## TRANSCRIPTS

We found the following information.

First Name:   
Last Name:   
Birthdate:   
LID of the user:

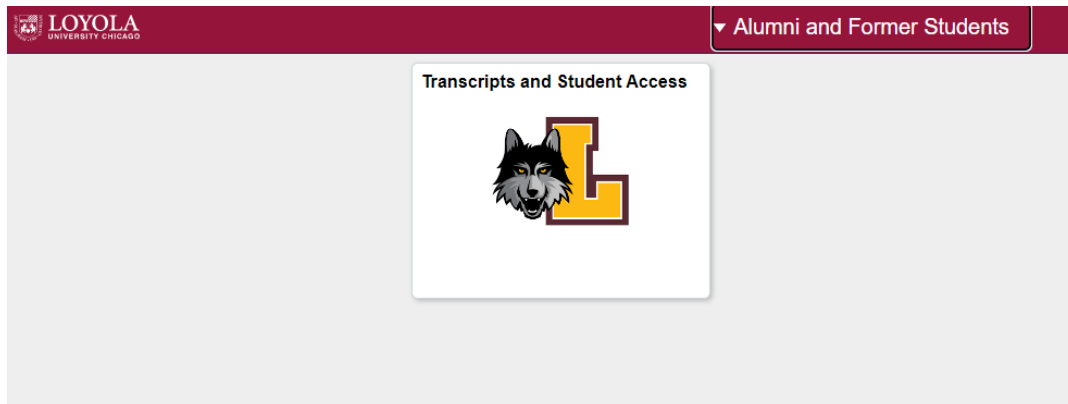
By clicking on the 'Request a Transcript' link below, you verify that you are the person noted above and wish to receive an official Loyola University Transcript. This link will take you to the LOCUS Student Administration System where you can request an official transcript to be mailed to your address or another address that you specify.

[Request a Transcript](#) [Go Back](#)

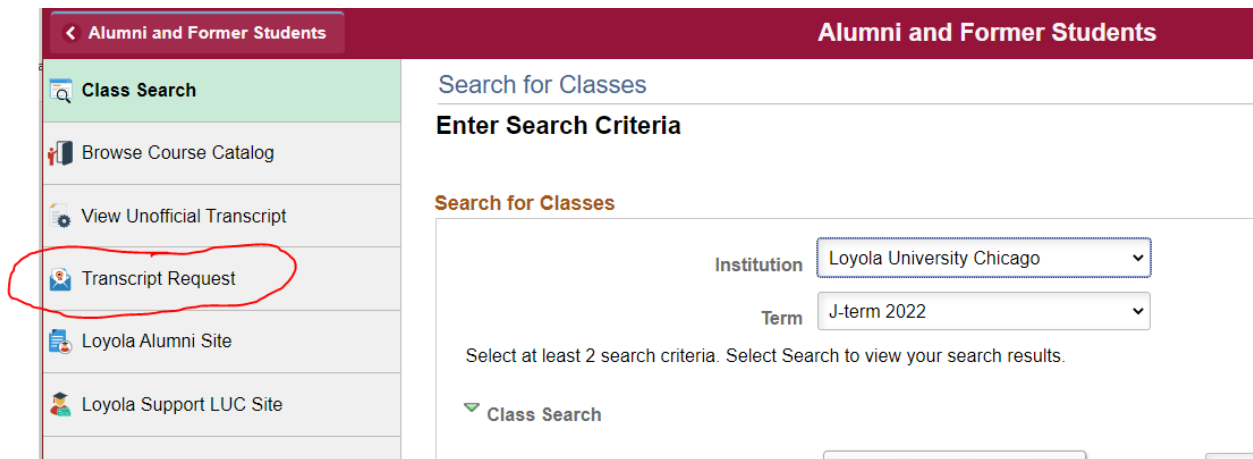
Office of Registration and Records  
Loyola University Chicago - Lewis Tower, Suite 504  
820 N. Michigan Avenue - Chicago, IL 60611 - Phone: 312.915.7221

[Notice of Non-discriminatory Policy](#)

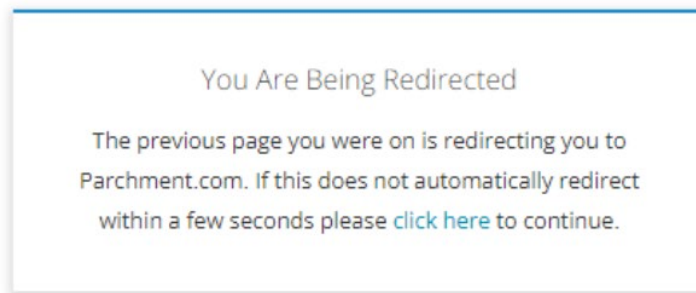
The next page confirms the student account details. Select the Request a Transcript option at the bottom to continue.



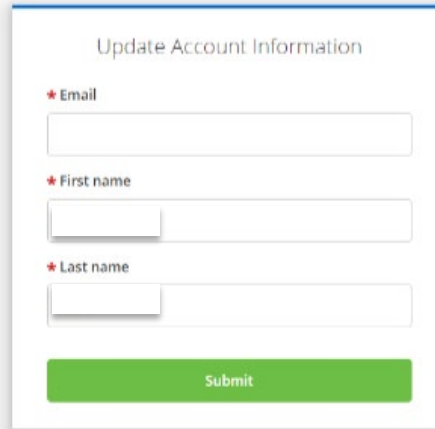
From the Alumni and Former Students homepage, they will select the Transcripts and Student Access option.



From the Alumni and Former Students page, select Transcript Request at the left.

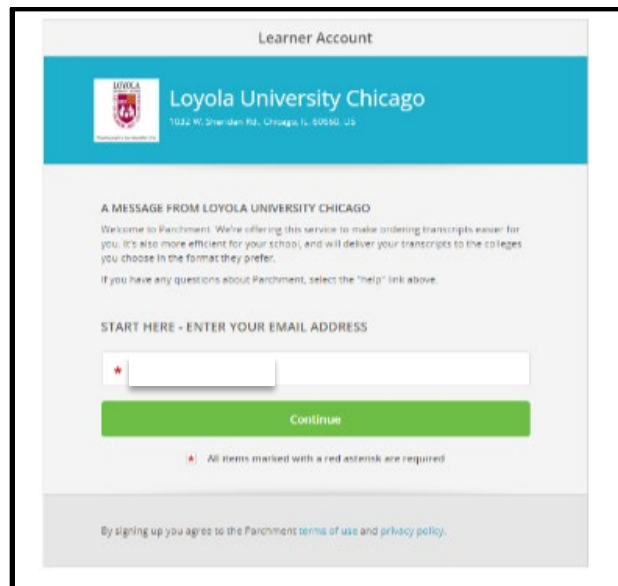


The learner will then be redirected to Parchment.



The learner will then enter in the email address and account information.

The learner will then confirm/enter account information.



ENTER YOUR PERSONAL INFORMATION

Middle Name


ENTER CONTACT INFORMATION

United States of America

820 N Michigan Ave Ste 510

Office Of Registration And Records

Chicago  Illinois  60611-2270


 VALID ADDRESS: This address has been validated. Please continue.

CHOOSE A PASSWORD


**CREATE ACCOUNT & CONTINUE**

\* All items marked with a red asterisk are required.

### Enrollment Information CANCEL X

NAME    
DOB

Some additional information related to your enrollment is required below.



Loyola University Chicago  
would like you to provide the following information:


- \* Are you currently enrolled?
- \* What was your first year of attendance?
- Your Student ID Number
- Your last 4 SSN
- \* Please verify your name while attending  
   
 Other name variation or maiden name

Finish creating my Parchment account without placing an order right now.


**CONTINUE**

\* All items marked with a red asterisk are required.


Available Credentials CANCEL X

 The following credentials are available from Loyola University Chicago. Start your order by selecting a credential listed below (you can add more later)

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 **Transcript - Electronic or Local Pick-up**  
Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the ... [View Full Description](#) Order

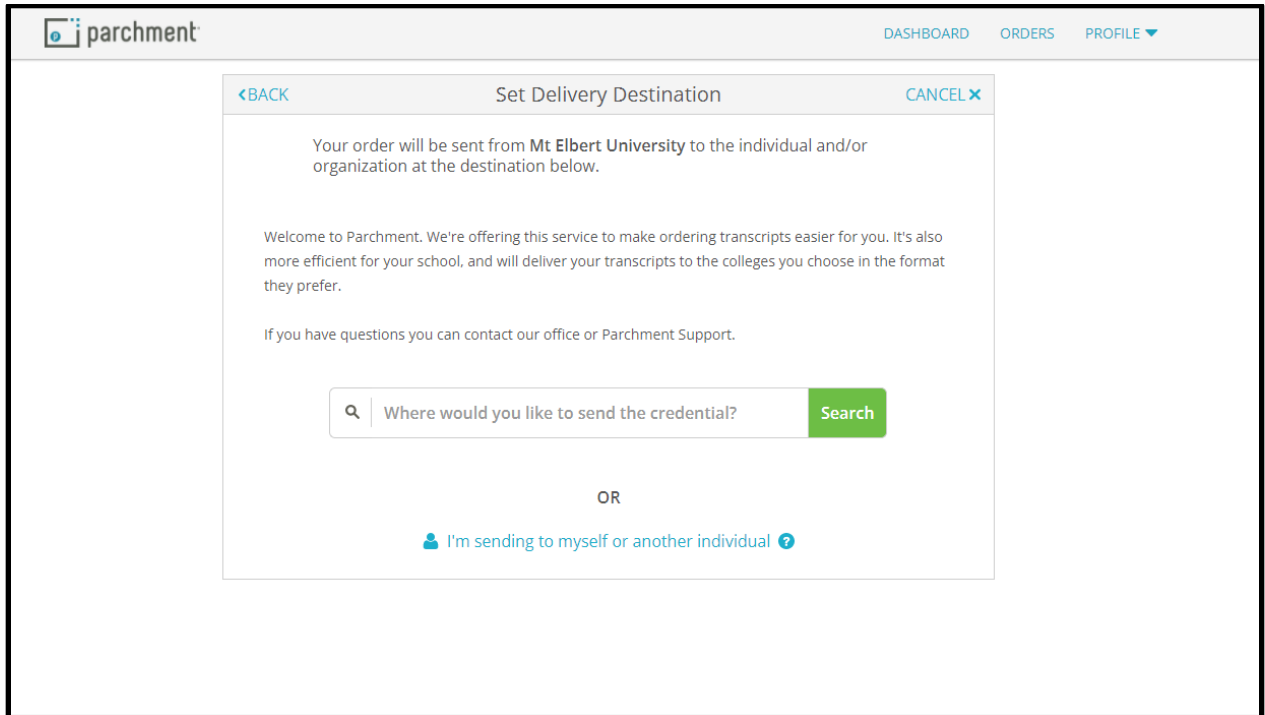
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 **Transcript - Mailed**  
Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the ... [View Full Description](#) Order

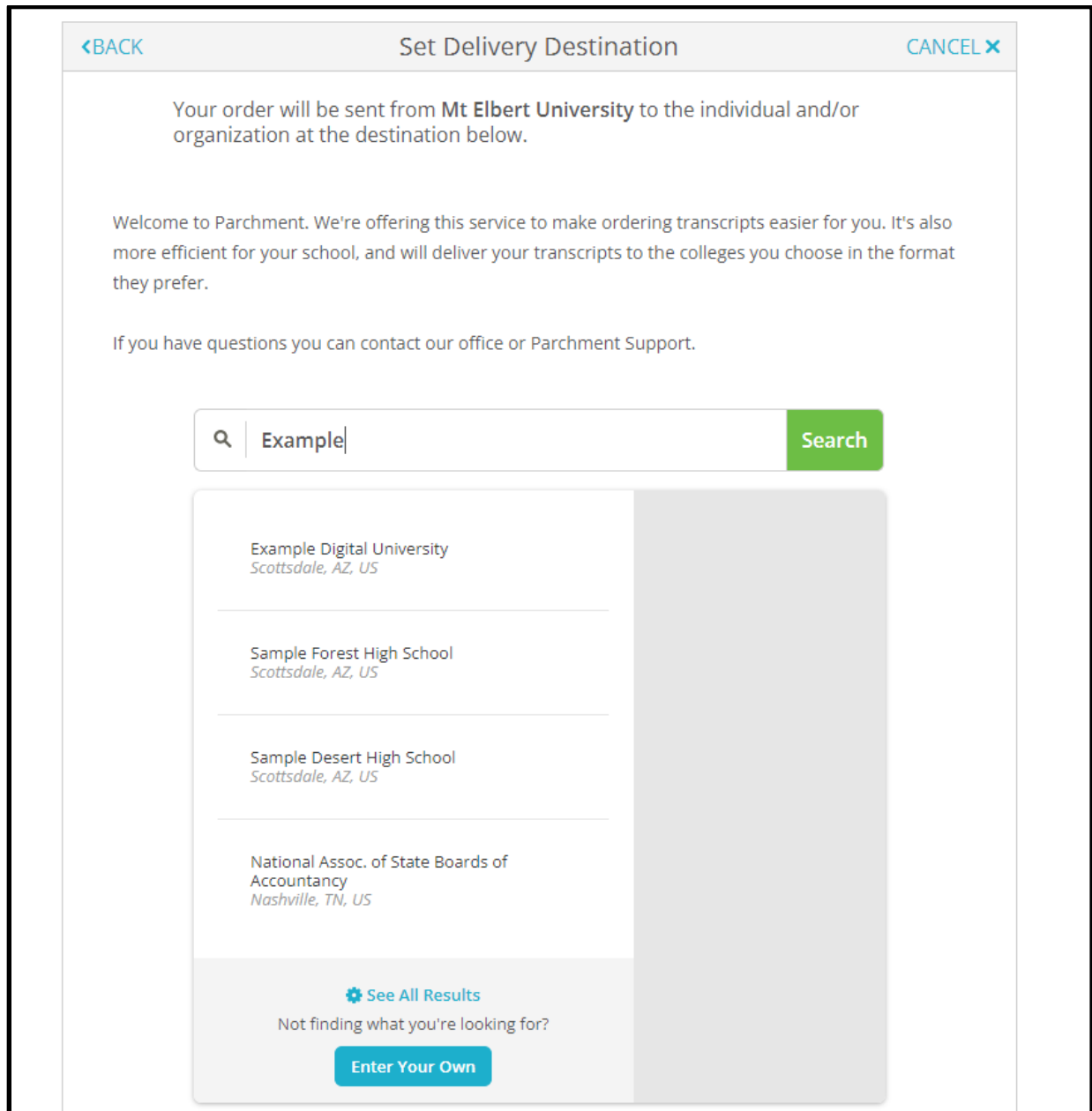
Once signed into their Parchment Account, the learner will see the credentials your institution makes available for ordering.

The learner will click the green order button next to the credential they wish to order.






Next, the learner will enter their delivery destination. They can enter a recipient in the search bar or they can choose the “I’m sending to myself or another individual” option.




If the learner enters a recipient in the search bar, they will see a list of recipients that match their search criteria. This list will display recipients within the Parchment Receive Network. This includes over 8,000 receivers such as colleges, universities and testing agencies. The learner will select their recipient from the list.

[← BACK](#) [CANCEL X](#)


**Item Details**



**Transcript**  
For: **Madison Rast**



**FROM**  
Mt Elbert Community  
Mt Elbert, CO



**TO**  
Example Digital University

Delivery Method: **Electronic**


Credential Fee: **\$3.25**

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Item Total: **\$3.25**

**\* When do you want this sent?** **Purpose**


Send Now Admission

 Would you like to add an attachment file? (optional) [Add An Attachment](#)

Please review the information below pertaining to the type of consent that is required to complete this order.

[Clear & Sign Again](#)

Most Recent Signature Consent On File



Full name as signed above: **Kristin Kostrzewa**

**\***  I certify under penalty of law that I am the individual identified above and am authorized to take this action.

[CONTINUE](#)

**\* All items marked with a red asterisk are required to submit this form.**

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This will bring the learner to the “Order Details” page. Each recipient will have a separate Order Details page outlining where the credentials being sent, how it’s being sent, and your school specific pricing.

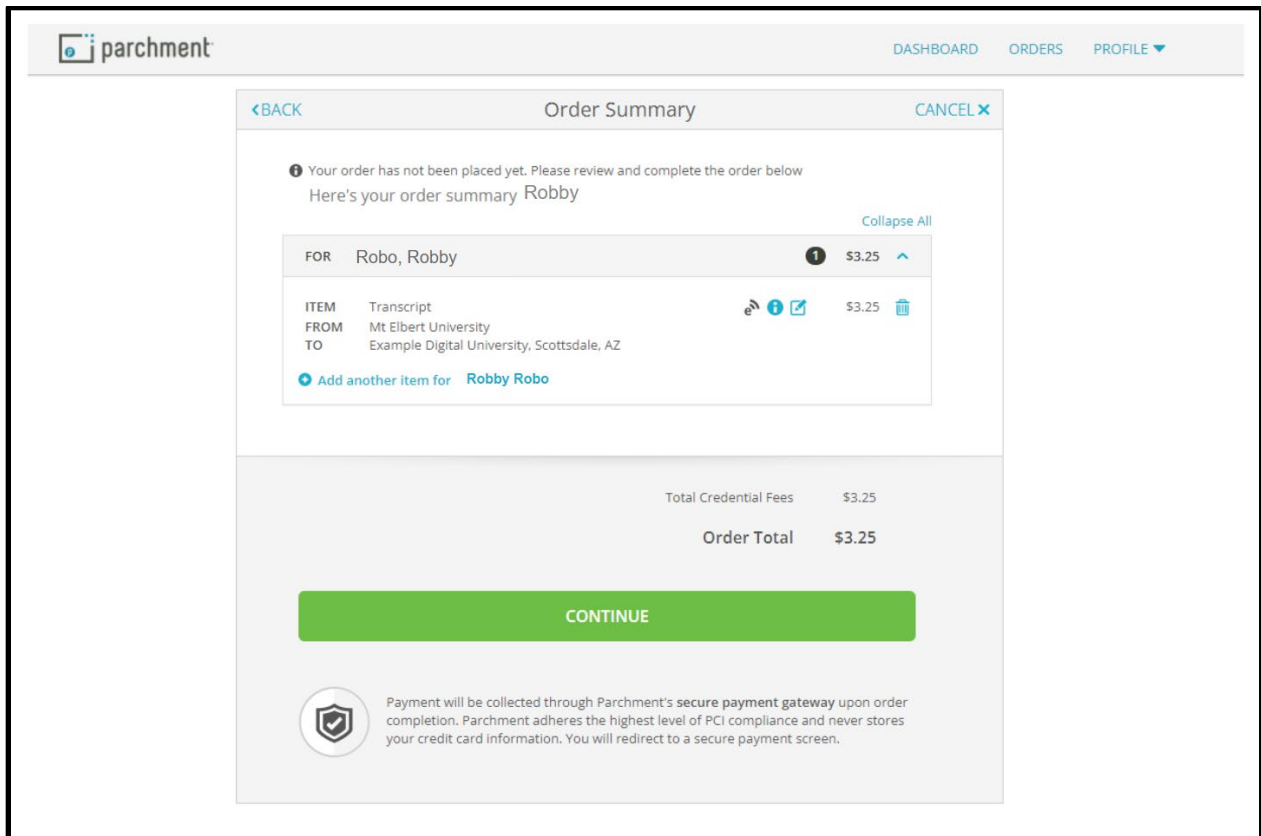
Below the learner will have order options based on what your institution makes available.

The first drop down says, “When do you want this sent?” If offered by your institution, here the learner can indicate if they want the credential held for grades or degree. If hold for grades or degree is selected, these orders will go into a separate processing queue on the back end.

The second drop down is “Purpose.” Again, if offered, the learner will indicate why they are ordering the credential and this information can be pulled on the back end for reporting purposes.

If the learner has an attachment they need sent with the credential they can click the “Add an Attachment” button and upload the document. An attachment is an additional documentation the learner needs sent with the credential. This could be a resume, a letter of recommendation or an application ID for a testing agency.

At the bottom of the Order Details page the learner will see that consent is required. They will sign on the screen and type in their name. They will need to check the box certifying under penalty of law they are who they say they are before they can continue on with their order.



Once the learner hits continue, they will be taken to their Order Summary. Here they can review their recipient information prior to entering payment.


If any changes are needed the learner can click on the edit button. They can also remove a recipient if necessary by clicking on the trash can icon.

If they are just ordering one credential they can hit continue and enter in their payment information.

If they need another credential, they will click the blue "Add another item" link.

Available Credentials CANCEL ✕


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The following credentials are available from **Mt Elbert University**. Start your order by selecting a credential listed below (you can add more later)

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TRANSCRIPT



### Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

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The learner will select the credential based on the options your institution makes available.

<BACK CANCEL X

Set Delivery Destination

Your order will be sent from **Mt Elbert University** to the individual and/or organization at the destination below.

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have questions you can contact our office or Parchment Support.

OR


- I am sending this order to myself
- I am sending this order to another individual


The learner will enter their recipient into the search box, or select the “I’m sending to myself or another individual” option.


If the learner selects “I’m sending to myself or another individual” they will select either “I am sending this order to myself” or “I am sending this order to another individual.” Both of these options work the same way.

<BACK Set Delivery Destination CANCEL X

Your order will be sent from Mt Elbert University to the individual and/or organization at the destination below. Select a delivery method for your order

 **Electronic**  
Delivered By Email

 **Print & Mailed**  
Printed On Paper & Mailed

 **Local Pickup**  
In-Person Pickup

RECIPIENT INFORMATION

Sue Someone

Sue@email.com

Sue@email.com

Continue

[← Back to search](#)

The learner will choose the delivery method, based on what your institution makes available.

If Electronic Delivery is selected, the learner will enter in the recipient's name and email address. They will then re-type the email to confirm it's correct.



<BACK Set Delivery Destination CANCEL X

Your order will be sent from Mt Elbert University to the individual and/or organization at the destination below. Select a delivery method for your order

**Electronic**  
Delivered By Email

**Print & Mailed**  
Printed On Paper & Mailed

**Local Pickup**  
In-Person Pickup

RECIPIENT INFORMATION

✓ Sue Someone

✓ Maya 999-999-9999

✓ United States of America

✓ 123 W Main St SE

✓ Address 2

✓ Caledonia ✓ Michigan ✓ 49316-9169

VALID ADDRESS: This address has been validated. Please continue.

Continue

If the Print & Mailed option is selected, the learner will type in the recipient's mailing address. The system will confirm a valid address was provided. If the learner enters an invalid address Parchment will give them valid address suggestions. The credential will be sent by 1st class mail.

<BACK Set Delivery Destination CANCEL X

Your order will be sent from Mt Elbert Community to the individual and/or organization at the destination below. Select a delivery method for your order

**Electronic**  
Delivered By Email

**Print & Mailed**  
Printed On Paper & Mailed

**Local Pickup**  
In-Person Pickup

### LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. Pickup times and days may vary, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

I will be picking this order up myself

I would like to allow another person to pick this order up on my behalf

Type the name and phone number of the individual you would like to pick up your order. This individual's ID will be checked at the time of pickup, so make sure the name entered below matches the name on their ID.

Sue  Someone  222-222-2222

### PICKUP DETAILS

\* Select


Student Services Building 1 with this option.

I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.


Continue

If the learner selects the Local Pick up option, they will indicate whether they are picking up the credential or if someone is picking it up on their behalf. They will then provide the contact information for the person picking it up.


Next, they will choose a pickup location depending on the locations your institution makes available.



**Electronic**  
Delivered By Email



**Print & Mailed**  
Printed On Paper & Mailed



**Local Pickup**  
In-Person Pickup

### LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. Pickup times and days may vary, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

I will be picking this order up myself  
 I would like to allow another person to pick this order up on my behalf

Type the name and phone number of the individual you would like to pick up your order. This Individual's ID will be checked at the time of pickup, so make sure the name entered below matches the name on their ID.

✔ Sue

✔ Someone

✔ 222-222-2222

### PICKUP DETAILS

\* Select

✔ Student Services Building 1▼

The order can be picked up at:

Student Services Building 1  
5588 W. University Dr.  
Flagstaff, AZ 86011


\* Please confirm the following to continue with this option.

I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

Continue

Finally, they are required to check the notification checkbox prior to continuing. This is the learner acknowledging they will receive a notification when the order is ready for pickup.

<BACK Item Details CANCEL X



Transcript  
For: Madison Rast

FROM  
Mt Elbert Community  
Mt Elbert, CO

TO  
Example Digital University

Delivery Method: Electronic

Credential Fee: \$3.25

Item Total: \$3.25

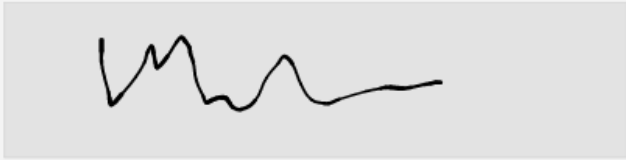
\* When do you want this sent? Purpose

Send Now Admission

Would you like to add an attachment file? (optional) [Add An Attachment](#)

Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File [Clear & Sign Again](#)



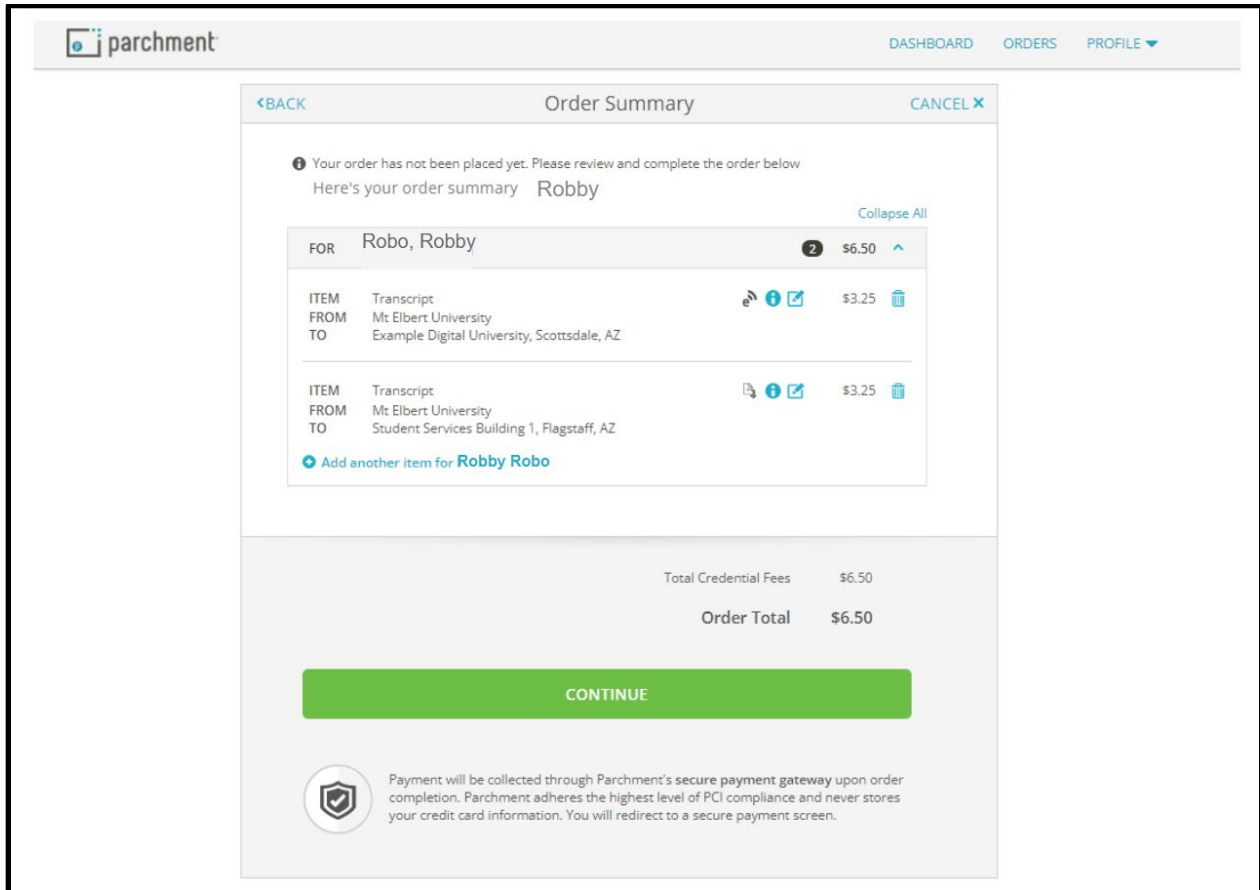
Full name as signed above: Kristin Kostrzewa

\*  I certify under penalty of law that I am the individual identified above and am authorized to take this action.

[CONTINUE](#)

\* All items marked with a red asterisk are required to submit this form.

A second Order Details Page will display the recipient information as well as the order options.



The screenshot shows the Parchment Order Summary page. At the top, there is a navigation bar with the Parchment logo on the left and links for DASHBOARD, ORDERS, and PROFILE on the right. Below this is a sub-header for the Order Summary, with a back arrow on the left and a cancel button on the right. A message states: "Your order has not been placed yet. Please review and complete the order below. Here's your order summary Robby". A "Collapse All" link is visible. The main content area shows a list of items for "Robo, Robby" with a total of \$6.50. Two items are listed, each for \$3.25, both transcripts from Mt Elbert University. A "CONTINUE" button is prominently displayed in green. At the bottom, there is a security notice with a shield icon: "Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen."


FOR		Robo, Robby	2	\$6.50	^
ITEM	Transcript			\$3.25	
FROM	Mt Elbert University				
TO	Example Digital University, Scottsdale, AZ				
ITEM	Transcript			\$3.25	
FROM	Mt Elbert University				
TO	Student Services Building 1, Flagstaff, AZ				

Total Credential Fees \$6.50  
Order Total \$6.50

**CONTINUE**

Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.





The learner will review their information on the Order Summary page and if everything is correct, they will click Continue.

  
**PARCHMENT SECURE PAYMENT GATEWAY**  
Parchment adheres to the highest level of PCI compliance and never stores your credit card information.

### Payment Information

Enter first and last name as it appears on credit card

✓ Robby	✓ Robo	
✓ 4444444444444448		
✓ Mar	✓ 2022	✓ 345



**Order Total: \$3.25**  
\$3.25 will be charged to this card.

✓ 9999999990

Billing Address [↻ Use different billing address](#)

✓ United States of America

123 W Main St SE

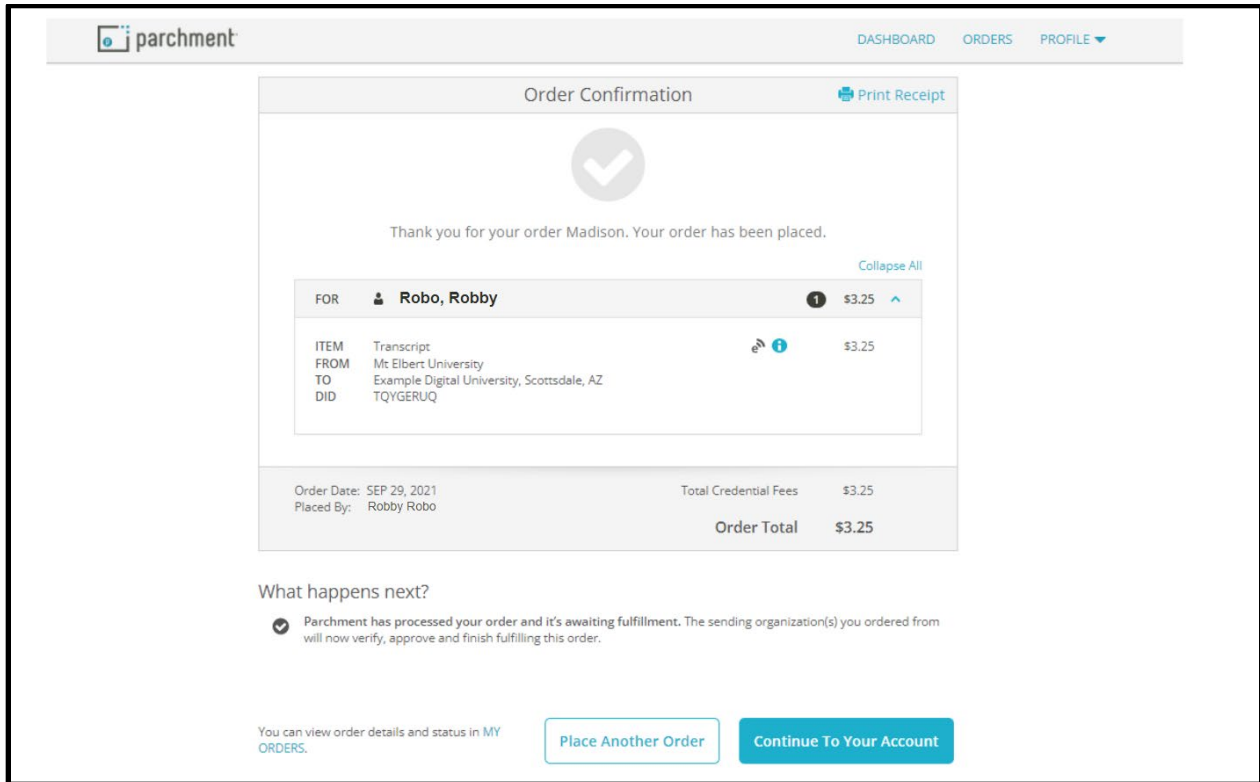
Address 2

✓ Caledonia	✓ Michigan	✓ 49316
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Submit Payment

\* All items marked with a red asterisk are required to submit this form.

Here they will enter in their payment information. Credit or debit card as well as their billing address. The learner will be charged at the time of the order.



The screenshot shows the Parchment user interface for an order confirmation. At the top, there is a navigation bar with the Parchment logo, 'DASHBOARD', 'ORDERS', and 'PROFILE'. The main content area is titled 'Order Confirmation' and includes a 'Print Receipt' link. A large checkmark icon is centered above the text 'Thank you for your order Madison. Your order has been placed.' Below this is a table with order details, a 'Collapse All' link, and a summary section. The table lists the order for 'Robo, Robby' with a total of \$3.25. The item is a 'Transcript' from 'Mt Elbert University' to 'Example Digital University, Scottsdale, AZ' with a fee of \$3.25. The summary section shows the order date as 'SEP 29, 2021', the total credential fees as '\$3.25', and the order total as '\$3.25'. A section titled 'What happens next?' contains a single step: 'Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.' At the bottom, there is a link to view order details and two buttons: 'Place Another Order' and 'Continue To Your Account'.

FOR	Robo, Robby	1	\$3.25
ITEM	Transcript		\$3.25
FROM	Mt Elbert University		
TO	Example Digital University, Scottsdale, AZ		
DID	TQYGERUQ		

Order Date: SEP 29, 2021  
Placed By: Robby Robo

Total Credential Fees: \$3.25  
Order Total: \$3.25

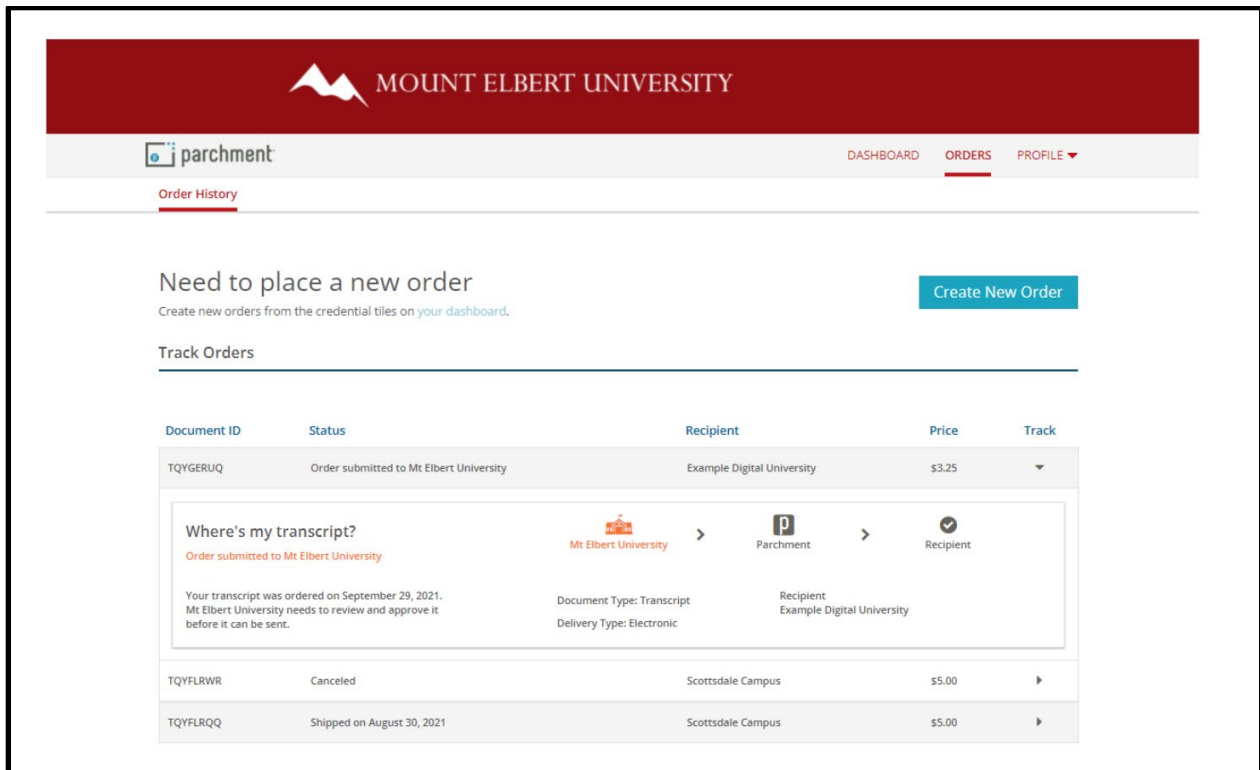
**What happens next?**

- Parchment has processed your order and it's awaiting fulfillment. The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

[You can view order details and status in MY ORDERS.](#)

[Place Another Order](#) [Continue To Your Account](#)

Once the order has been submitted the learner will see an Order Confirmation. This information will also be emailed to the learner.



**MOUNT ELBERT UNIVERSITY**




parchment DASHBOARD **ORDERS** PROFILE

[Order History](#)

Need to place a new order [Create New Order](#)

Create new orders from the credential tiles on your dashboard.

Track Orders

Document ID	Status	Recipient	Price	Track
TQYGERUQ	Order submitted to Mt Elbert University	Example Digital University	\$3.25	▶
<p><b>Where's my transcript?</b> Order submitted to Mt Elbert University</p> <p>  <span style="margin-left: 20px;">▶</span>  <span style="margin-left: 20px;">▶</span>  </p> <p>Your transcript was ordered on September 29, 2021. Mt Elbert University needs to review and approve it before it can be sent.</p> <p>Document Type: Transcript Delivery Type: Electronic</p> <p>Recipient: Example Digital University</p>				
TQYFLRWR	Canceled	Scottsdale Campus	\$5.00	▶
TQYFLRQQ	Shipped on August 30, 2021	Scottsdale Campus	\$5.00	▶

Learners can track their orders by going to the Orders Tab within their Parchment Account. Here they will see all of their current and previous requests.