



## Hello and welcome to the Kentucky District Registration Portal!

Click the following link to begin your registration process:

<https://exchange.parchment.com/d/districtreg/KY2013>

You will be taken to the following page where you will search for your district. Enter either part of your district's name, or the entire district name in the corresponding field and click **Search**. You will see a list of names appear near the bottom of the screen. Select the hyperlink to the district you will be registering.

The screenshot shows the Parchment Exchange registration portal. At the top left is the Parchment Exchange logo. Below it is a heading "Welcome to Parchment Exchange" followed by a paragraph of introductory text. A second paragraph explains the service is available through collaboration with Infinite Campus and Parchment Exchange. Below this is a search instruction: "To begin your registration, please search for your District by name and/or city." There are two input fields: "District Name:" with "KY" entered, and "City:" which is empty. A "Search" button is located below the fields. Below the search area is a table with two columns: "District Name" and "City". The table contains one row with the text "KY District Registration" under the District Name column and "Lexington" under the City column. At the bottom of the page, there is a footer with the text: "If you cannot locate your district, please Contact Parchment at [initiative.contact@education.ky.gov](mailto:initiative.contact@education.ky.gov)." and a copyright notice: "Copyright © Parchment Inc. All rights reserved. Support Privacy Policy Terms Of Use."

## Step 1: Verify District Information.

Fill out any fields you may have information for and select **Save & Continue** at the bottom of the page. You may also select **Save & Exit** at any time during this process and return to the registration process where you left off.



[Welcome](#) > District Information

### Step 1: Verify District Information

Please verify and complete the information for KY District Registration.

Fields marked with an asterisk (\*) are required.

#### General Information

*District Name:	<input type="text" value="KY District Registration"/>	*Main Phone Number:	<input type="text" value="555-555-5555"/>
	<a href="#">Not your district?</a>	Fax Number:	<input type="text"/>
*Country:	<input type="text" value="United States"/> ▼	Website Address:	<input type="text"/>
*Address:	<input type="text" value="123 Main Street"/> <input type="text"/>		
*City:	<input type="text" value="Lexington"/>		
*State/Province:	<input type="text" value="Kentucky"/> ▼		
*Postal Code:	<input type="text" value="40509"/>		

#### Technical Information:

* Student Information System:	<input type="text" value="Infinite Campus"/> ▼
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## Step 2: Provide District Contacts.

Fill out any fields you may have information for and select **Save & Continue** at the bottom of the page.



[Welcome](#) > [District Information](#) > District Contacts

### Step 2: Provide District Contacts

Please provide the names and contact information for the District contacts who will be working with Parchment Exchange. You will be able to add additional administrators after your registration is submitted.

Fields marked with an asterisk (\*) are required.

#### Superintendent for KY District Registration

* Name:	<input type="text" value="John"/> <input type="text" value="Smith"/>	* Phone Number:	<input type="text" value="555-555-5555"/>
* Title:	<input type="text" value="Superintendent"/>	* Email Address:	<input type="text" value="john.smith@test.tom"/>

#### District Technical Coordinator

[Learn more about the Technical Coordinator role](#) The District Level Technical Coordinator will serve as an escalation point if the school level Technical Coordinator is unavailable - or as the primary Technical Coordinator if there is no school level Coordinator.

If software implementation will be completed at the District level, enter the contact information.

A district technical coordinator is not required because software installation will be completed at the School level.

* Name:	<input type="text" value="Jane"/> <input type="text" value="Doe"/>	* Phone Number:	<input type="text" value="555-555-5555"/>
* Title:	<input type="text" value="IT Coordinator"/>	* Email Address:	<input type="text" value="jane.doe@test.tom"/>

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If your district information has been loaded already, the following page is what will be presented. As with before, fill out any fields you may have information for and select **Save & Continue** at the bottom of the page. Filling out as much information that you have is important as this will aid with the speed at which your implementation will take place.



Welcome > District Information > District Contacts

**Step 2: Provide District Contacts**  
Please provide the names and contact information for the District contacts who will be working with Parchment Exchange. You will be able to add additional administrators after your registration is submitted

Fields marked with an asterisk (\*) are required.

**Superintendent for KY District Registration**

Select a contact from the list or enter the contact information: John, Smith [Superintendent]

\* Name: John Smith \* Phone Number: 555-555-5555  
\* Title: Superintendent \* Email Address: john.smith@test.tom

**District Project Coordinator for ETI** [Learn more about the ETI Project Coordinator role](#) The ETI Project Coordinator will serve as the primary point of contact for rollout and registration of the e-Transcript Initiative and if necessary as an escalation point.

Superintendent will be the District Project Coordinator.  
 School contact will be the District Project Coordinator. Select Contact...  
 Select a contact from the list or enter the contact information: Select Contact...

\* Name: John Smith \* Phone Number: 555-555-5555  
\* Title: Superintendent \* Email Address: john.smith@test.tom

**District Technical Coordinator** [Learn more about the Technical Coordinator role](#) The District Level Technical Coordinator will serve as an escalation point if the school level Technical Coordinator is unavailable - or as the primary Technical Coordinator if there is no school level Coordinator.

If software implementation will be completed at the District level, select a contact from the list or enter the contact information.  
Jane, Doe [IT Coordinator]

A district technical coordinator is not required because software installation will be completed at the School level.

\* Name: Jane Doe \* Phone Number: 555-555-5555  
\* Title: IT Coordinator \* Email Address: jane.doe@test.tom

**District Webmaster** [Learn more about the District Webmaster role](#) The District Webmaster will be the escalation point if the school level webmaster is unavailable - or as the primary Webmaster if there is no school level webmaster.

If the webmaster function will be performed at the District level, select a contact from the list or enter contact information.  
Jane, Doe [IT Coordinator]

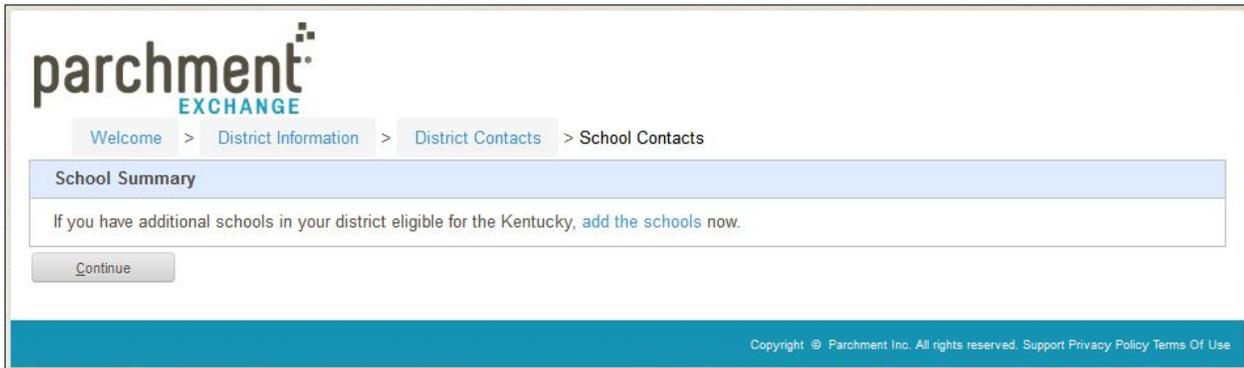
A district webmaster is not required because the webmaster function will be performed at the School level.

\* Name: Jane Doe \* Phone Number: 555-555-5555  
\* Title: IT Coordinator \* Email Address: jane.doe@test.tom

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### Step 3: School Contacts

If your district has not been loaded with your schools, you will be presented with the screen below. If this happens, select the ***add the schools*** hyperlink.



Fill out information for the school you will be adding. Click **Save & Continue**, or click the **Save & Add New School** button if you need to add additional schools. Repeat the process until all schools have been added.

**parchment**  
EXCHANGE

Welcome > District Information > District Contacts > School Contacts

### Add New School

\* **School Name:** KY District Registration School

CEEB Code:  [CEEB code Lookup](#) NCES Code:  [NCES ID Lookup](#)

\* **School Type:**  High School  PK-8 School

\* **Grades:** Ninth  to Twelfth

**Address:**  123 Main Street

**City:**  Lexington

**State/Province:**  Kentucky

**Postal Code:**  40509

School will not activate ETI because  Select Reason...

**Principal**

\* **Name:**  Sam  Spade \* **Phone Number:**  555-555-5555

\* **Title:**  Principal \* **Email Address:**  sam.spade@test.com

**Primary Contact** [Learn more about the Primary Contact role](#)The Primary Contact will be the primary point of contact for the school level registration and activation. They will be asked to complete the school's registration and activation. When/if necessary they will also be an escalation point.

Principal will act as the Primary Contact.

Enter the contact information for the Primary Contact.

\* **Name:**  Susan  Johnson \* **Phone Number:**  555-555-5555

\* **Title:**  Registrar \* **Email Address:**  susan.johnson@test.com

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If you did not see the screen at the beginning of Step 3, the following screen will be presented. Fill out all information on the page and select **Save & Continue**.

**parchment**  
EXCHANGE

[Welcome](#) > [District Information](#) > [District Contacts](#) > [School Contacts](#)

**Step 3: Provide School Contact Information**  
Please provide the contacts for each of the 1 schools associated with your district. If a school is missing from the list, you will have the opportunity to add it after providing the contact information the existing schools.

Fields marked with an asterisk (\*) are required.

**KY District Registration School (School 1 of 1)**

\* **School Name:**

**Principal**  
Select a contact from the list or enter the contact information:  ▼

\* **Name:**   \* **Phone Number:**

\* **Title:**  \* **Email Address:**

**Primary Contact** [Learn more about the Primary Contact role](#)The Primary Contact will be the primary point of contact for the school level registration and activation. They will be asked to complete the school's registration and activation. When/if necessary they will also be an escalation point.

Principal will act as the Primary Contact.

Select a contact from the list or enter the contact information:  ▼

\* **Name:**   \* **Phone Number:**

\* **Title:**  \* **Email Address:**

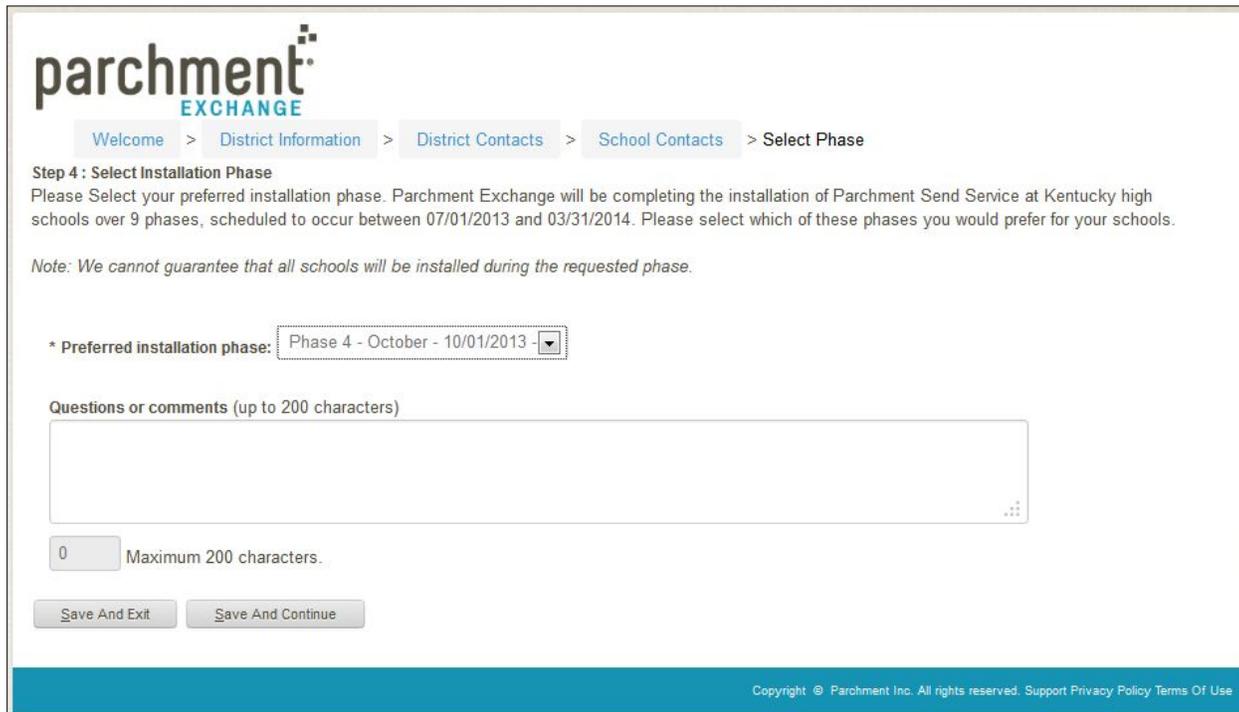
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The following screen will allow you to see a summary of the schools that have been added to the district. If the information is correct, select **Continue**. If you need to edit the schools choose the corresponding hyperlinks to edit. If you need to add an additional school select the **add the schools** hyperlink and add additional schools.

The screenshot shows the Parchment Exchange interface. At the top left is the logo for 'parchment EXCHANGE'. Below the logo is a breadcrumb trail: 'Welcome > District Information > District Contacts > School Contacts'. A light blue header bar contains the text 'School Summary'. Below this, the text reads: 'You have provided contact information for the following schools:'. Underneath, there is a list item 'KY District Registration School' with two hyperlinks: 'edit school contacts and information' and 'remove added school'. Below the list, it says: 'If you have additional schools in your district eligible for the Kentucky, add the schools now.' At the bottom left of the main content area is a 'Continue' button. The footer of the page contains the text: 'Copyright © Parchment Inc. All rights reserved. Support Privacy Policy Terms Of Use'.

## Step 4: Select Installation Phase

Select the phase that you will be able to schedule your launch call. The launch call is a one hour webinar that will teach your staff how to use Parchment. Select **Save & Continue**. We will contact you to set up a time to complete the launch within the specified dates of the phase you choose.



The screenshot shows a web form for Parchment Exchange. At the top left is the logo 'parchment EXCHANGE'. Below it is a breadcrumb trail: 'Welcome > District Information > District Contacts > School Contacts > Select Phase'. The main heading is 'Step 4 : Select Installation Phase'. The text below reads: 'Please Select your preferred installation phase. Parchment Exchange will be completing the installation of Parchment Send Service at Kentucky high schools over 9 phases, scheduled to occur between 07/01/2013 and 03/31/2014. Please select which of these phases you would prefer for your schools.' A note follows: 'Note: We cannot guarantee that all schools will be installed during the requested phase.' There is a dropdown menu for '\* Preferred installation phase:' with 'Phase 4 - October - 10/01/2013 -' selected. Below this is a text area for 'Questions or comments (up to 200 characters)'. A character count shows '0' and the text 'Maximum 200 characters.' At the bottom are two buttons: 'Save And Exit' and 'Save And Continue'. A footer at the very bottom contains the text: 'Copyright © Parchment Inc. All rights reserved. Support Privacy Policy Terms Of Use'.

## Step 5: Accept Parchment Exchange User Agreement

Fill out the information of the person who will be accepting the agreement. Make sure the **Accept Agreement** radio button is selected before selecting **Submit Registration**.



[Welcome](#) > [District Information](#) > [District Contacts](#) > [School Contacts](#) > [Select Phase](#) > [Online Agreement](#)

**Step 5: Accept Parchment Exchange User Agreement**  
Please read, print, and electronically sign the Parchment Exchange User Agreement.  
**In accepting this agreement by selecting "Accept Agreement", you are (1) certifying that you are authorized to act on behalf of your institution as the Record Holding Institution (RHI) and to bind RHI to this agreement, and/or have received approval from an authorized administrator at the District Office, (2) accepting on behalf of RHI the following terms and conditions and (3) authorizing Parchment, Inc. to act as RHI's authorized agent.**

In the space below, enter the name and contact information for the administrator that is accepting on behalf of your district. If you are not authorized to bind your district and/or have not received approval from the authorized Administrator to do so, please save your registration before exiting so you can return to this agreement later.

[Print agreement](#)

Accept Agreement  Decline Agreement

\* First Name:

\* Last Name:

\* Title:

\* Phone:  Ext:

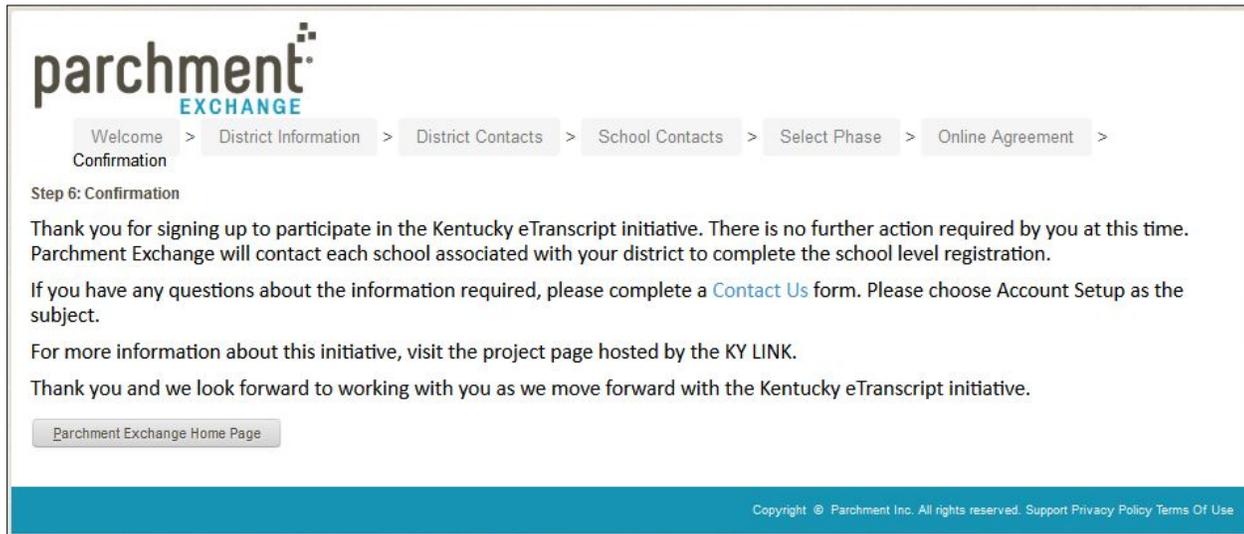
\* Email Address:

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## Step 6: Confirmation

Congratulations, you have completed registration! You may now select **Parchment Exchange Home Page**, or close out of your browser. You will now be contacted about setting up the time for your launch call within the date range of the phase you have selected.

If you have any questions, feel free to select the **Contact Us** form and submit a request to our support staff. We will be happy to assist you.



The screenshot shows the Parchment Exchange website interface. At the top left is the logo for Parchment Exchange. Below the logo is a breadcrumb trail: Welcome > District Information > District Contacts > School Contacts > Select Phase > Online Agreement > Confirmation. The main heading is "Step 6: Confirmation". The text reads: "Thank you for signing up to participate in the Kentucky eTranscript initiative. There is no further action required by you at this time. Parchment Exchange will contact each school associated with your district to complete the school level registration. If you have any questions about the information required, please complete a [Contact Us](#) form. Please choose Account Setup as the subject. For more information about this initiative, visit the project page hosted by the KY LINK. Thank you and we look forward to working with you as we move forward with the Kentucky eTranscript initiative." Below the text is a button labeled "Parchment Exchange Home Page". At the bottom right of the page, there is a footer: "Copyright © Parchment Inc. All rights reserved. Support Privacy Policy Terms Of Use".

**Thank you for choosing Parchment!**