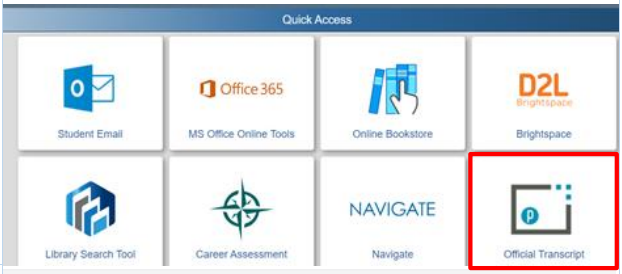
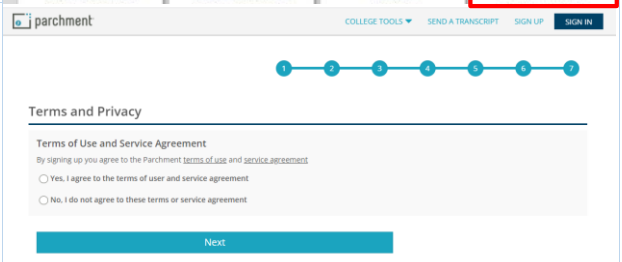
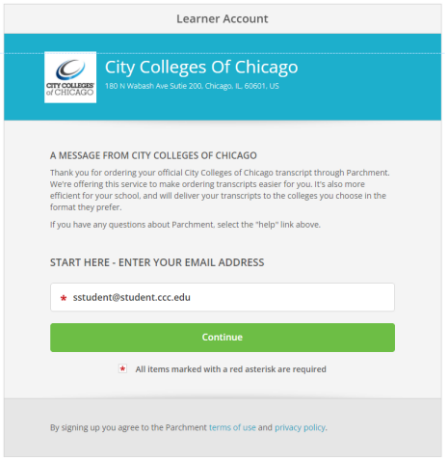
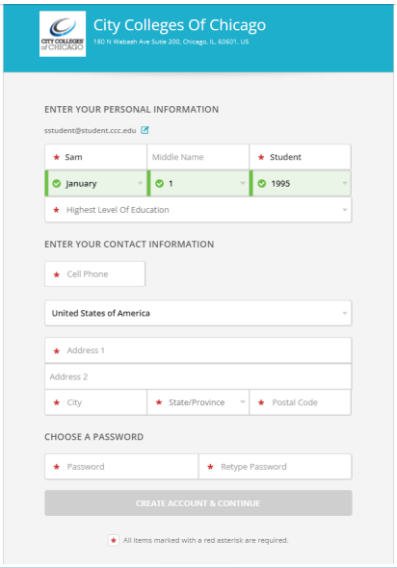
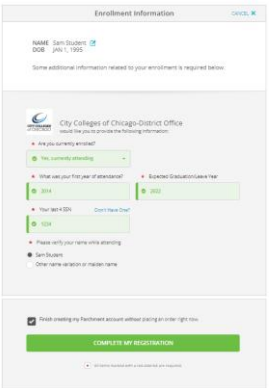
Parchment Help Guide

This guide provides a general overview of your experience in Parchment.

1	To access Navigate, go to **my.ccc.edu** and click "**LOGIN**." Enter your **CCC username and password**.	
2	Click the **'Quick Access'** tile.	
3	Click the **'Official Transcript'** tile.	
4	Read Terms and Privacy, answer the question and click "Next". **Note if you have already created an account it will log you in after step 3.*	

5 Enter your E-mail address. We recommend adding a personal email address. Click "Continue" *How to update your email in Parchment*	
6 Enter your personal information and click "Create Account & Continue"	

Commented [LC1]: Will you link this to the directions on how to add a personal email address help guide?
Will it be confusing if we add that tip here? I want to make sure students are using their CCC here, otherwise they will not be able to log in.

8	Enter enrollment information and click “Complete My Registration”