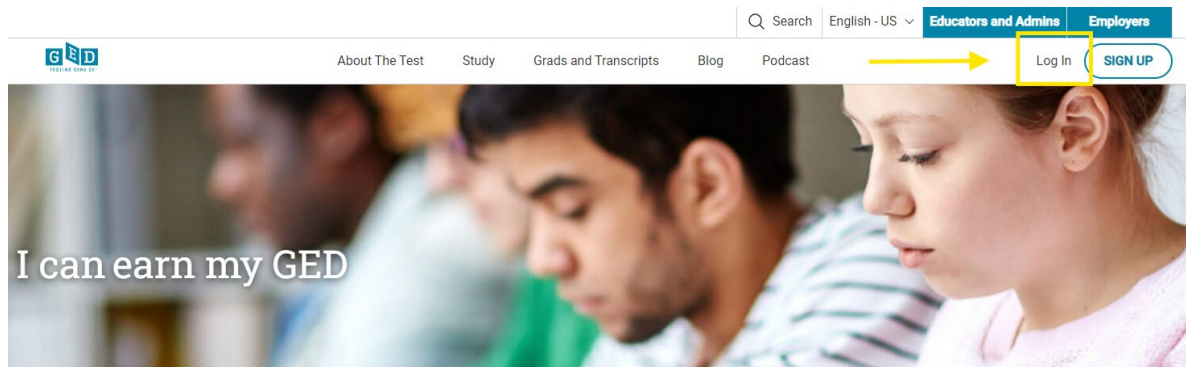


# Ordering Duplicate GED® Transcripts & Diplomas

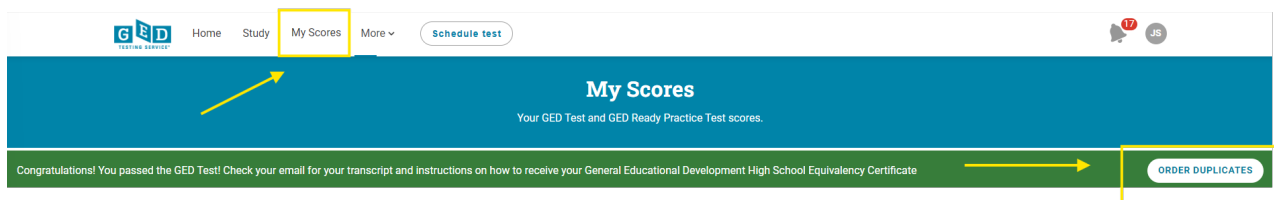
(Instructions for those who earned their credential AFTER 2014)

## STEP 1: LOG IN TO YOUR GED.COM ACCOUNT

- Log in to your account through <https://www.ged.com/>.



- After logging in, click on the **MY SCORES** tab at the top of the screen.
- Once you've passed all your GED® Exams, you will see a message reminding you to check your email for your initial transcript and instructions for receiving your official certificate.
- Click on the **ORDER DUPLICATES** button to order a duplicate transcript or diploma/certificate.



## STEP 2: ORDERING YOUR OFFICIAL DOCUMENTS

- You will be redirected to GED Testing Services® 3<sup>rd</sup> party vendor Parchment, Inc.® to place your order.
- Select the document you are needing to order – a **DIPLOMA** or a **TRANSCRIPT**.

Home | My Account | Order Status | Support Shopping Cart: \$0 | Sign Out

**GED** TESTING SERVICE® **GED Credentialing™**  
STATE OF SOUTH DAKOTA

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

### Select Document

**Diploma**  
Order an official copy of your diploma to be sent to a destination of your choice.



**Transcript**  
Order an official copy of your GED Transcript which contains the GED test subjects that you took and your scores.

Home | My Account | Order Status | Support Shopping Cart: \$0 | Sign Out

**GED** TESTING SERVICE® **GED Credentialing™**  
STATE OF SOUTH DAKOTA

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

### Select Product Type

	<b>eTranscript</b> Order an official certified PDF of your GED® test transcript. Orders are generally processed within a few business days. Please allow additional processing time for high volume periods. Please... <b>\$18.00</b>
	<b>Paper Transcript</b> Order an official paper copy of your state's high school equivalency transcript. This document will be delivered from GED Credentialing Service™ on behalf of your state. Orders are generally... <b>\$18.00</b>

Parchment Ordering Service v2.9  
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[Privacy Policy](#), [Refund Policy](#)  
01:44pm PDT

- You will be asked to indicate where you want your official document sent.
- Click the **BLUE TEXT** to have the document sent directly to you, to another individual, or to a third party,

Home | My Account | Order Status | Support Shopping Cart: \$0 | Sign Out

**GED** TESTING SERVICE® **GED Credentialing™**  
STATE OF SOUTH DAKOTA

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

### Where would you like your document(s) sent?

To print and mail a document or send directly to an email address, click 'Send to Yourself, Another Individual, or Third Party' in blue letters below.

Institution Name, Acronym, Location, or Email  **SEARCH**

**Or Send to Yourself, Another Individual, or Third Party**

Parchment Ordering Service v2.9  
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[Privacy Policy](#), [Refund Policy](#)  
01:42pm PDT



- 1. Login or Register
- 2. Select Documents
- 3. Order Details
- 4. Provide Consent
- 5. Billing Info
- 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:  
Institution Name, Acronym, Location, or Email

SEARCH

100 Matches Found:

INSTITUTION	LOCATION	
South Dakota Department of Education - CERTIFICATION	Pierre, SD, US	<input type="button" value="SELECT"/>
University of South Dakota	Vermillion, SD, US	<input type="button" value="SELECT"/>
South Dakota State University	Brookings, SD, US	<input type="button" value="SELECT"/>
South Dakota School of Mines and Technology	Rapid City, SD, US	<input type="button" value="SELECT"/>
South Dakota School of Mines and Technology-Graduate Admissions	Rapid City, SD, US	<input type="button" value="SELECT"/>
Brooklyn College, Human Resources	Brooklyn, NY, US	<input type="button" value="SELECT"/>
CUNY Bernard Baruch College, Registrar	NEW YORK, NY, US	<input type="button" value="SELECT"/>
CUNY Brooklyn College, Education Department	Brooklyn, NY, US	<input type="button" value="SELECT"/>
CUNY UNIVERSITY APPLICATION PROCESSING CTR UAPC	Brooklyn, NY, US	<input type="button" value="SELECT"/>
CUNY Kingsborough Community College, Human Resources	Brooklyn, NY, US	<input type="button" value="SELECT"/>

- If you would like to have your transcripts sent directly to a school, college, or university, use the search feature to locate the institution.

## STEP 3: ENTER YOUR ORDER DETAILS

- 1. Login or Register
- 2. Select Documents
- 3. Order Details
- 4. Provide Consent
- 5. Billing Info
- 6. Review Order

### Product Description

Order an official certified PDF of your GED® test transcript. Orders are generally processed within a few business days. Please allow additional processing time for high volume periods.

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please tell recipients to allow emails from [parchment.com](http://parchment.com).

This is the fastest, most secure, and environmentally friendly method to request your transcript.

### Order Options

Delivery Mode

Electronic

Recipient Name\*

Email Address\*

Enter the recipient's email address for delivery

Purpose for Request \*

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment ([parchment.com](http://parchment.com)).

- If you chose to order an official **DIGITAL** transcript or certificate, you will be asked to indicate the **RECIPIENT NAME** and the **EMAIL ADDRESS** the digital document will be sent to.

### \*\*IMPORTANT REMINDER\*\*

Please double check that you've entered the information correctly to ensure properly delivery.

- If you chose to receive an official **PAPER** transcript or certificate, you will be asked to provide shipping information.
- **DOUBLE CHECK** your information before you proceed. The main reason paper documents cannot be delivered is because the mailing address indicated on the order details is not a valid address.
- You will be asked to indicate your preferred mailing method. There is a minimum shipping charge of \$2.75 for all **PAPER** document requests.

1. Login or Register   2. Select Documents   **3. Order Details**   4. Provide Consent   5. Billing Info   6. Review Order

---

**Product Description**

Order an official paper copy of your state's high school equivalency transcript. This document will be delivered from GED Credentialing Service™ on behalf of your state. Orders are generally processed within a few business days. Please allow additional processing time for high volume periods. Allow up to two weeks for shipping.

---

**Address**

Mailing Name: \*   
(Institution, Building, Person, etc.)

Mailing Country: \*

Mailing Address 1: \*   
(Extra information use Mailing Address 2 and 3)

Mailing Address 2:

Mailing Address 3:

Mailing City: \*

Mailing State: \*

Mailing Postal Code: \*

Phone Number: \*

---

**Order Options**

Mailing Method

Purpose for Request \*

Order Options

Mailing Method

Purpose for Request \*

- Indicate the purpose of your request, using the options provided in the dropdown menu.

Order Options

Mailing Method

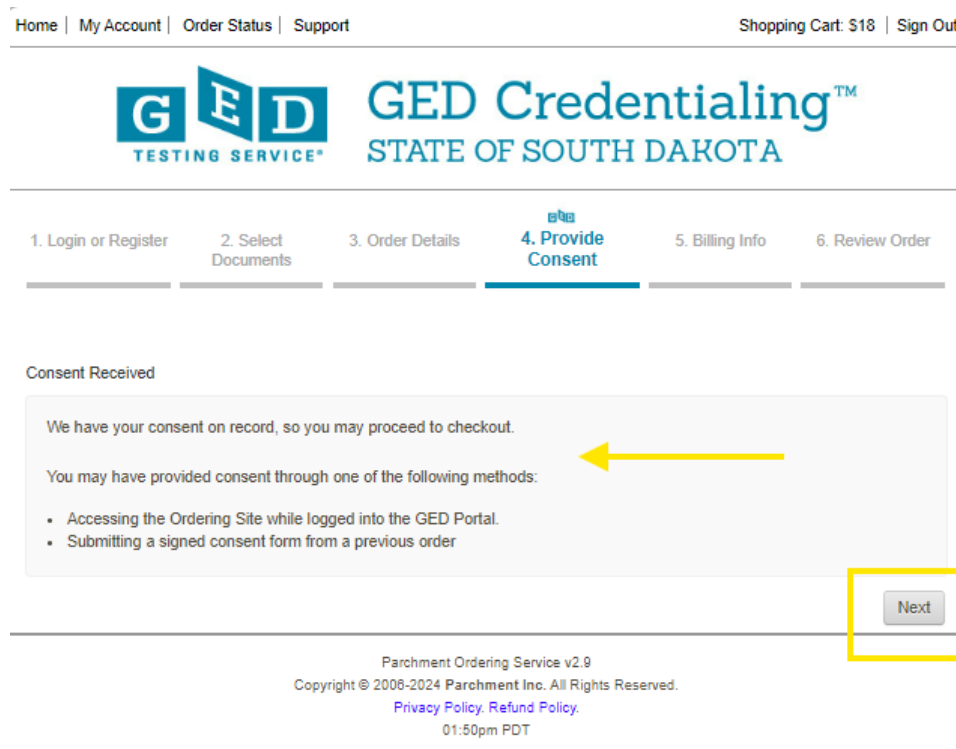
Purpose for Request \*

- Click **CONTINUE** once you've entered all required information.

- Apply for undergraduate admission
- Transfer to another undergraduate institution
- Apply for graduate admission
- Transfer to another graduate institution
- Employment
- Licensing/certification
- Scholarship/fellowship
- Graduate admissions testing (ex: MCAT, LSAT)
- Study abroad or summer school
- Internship
- Military
- Personal use
- Transfer to another high school
- Other
- I prefer not to answer

## STEP 4: PROVIDING CONSENT AND SUBMITTING ORDER

- By logging in through your GED.com account, you consent to Parchment Inc.® accessing your educational record through GED Testing Services® and sending a duplicate transcript or diploma/certificate to you or to the 3<sup>rd</sup> party, school, or institution you indicated in the order details. Click **NEXT**.



- Provide your **BILLING INFORMATION**, then continue to **REVIEW YOUR ORDER**.
- Once you've confirmed all information is accurate, **SUBMIT** your order.



- DIGITAL** requests can take 48-72 hours to process. **PAPER** requests can take up to 2 weeks for processing and delivery.

## NEED ADDITIONAL HELP?

- If you are having issues ordering a transcript, please contact GEDTS® Support.

1-877-EXAM-GED  
1(877) 392-6433

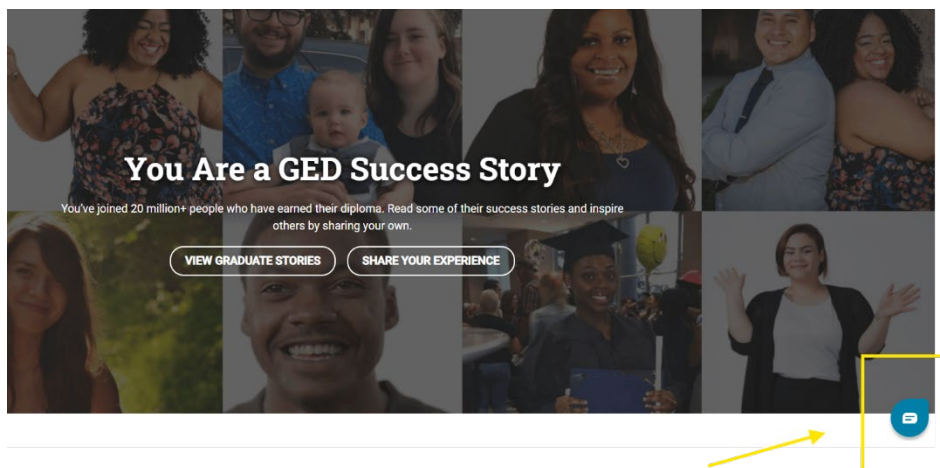
Monday-Friday 7:00 am – 7:00 pm  
Central Standard Time (CT)

- You can also go to GED’s website and access the Transcript FAQs at the bottom of the “Life after GED” page - [https://www.ged.com/life\\_after\\_ged/](https://www.ged.com/life_after_ged/)

### Transcript FAQs

- I passed the GED. When will I receive a copy of my diploma and transcript? +
- What is the difference between the diploma and the transcript? What is each used for? +
- I need additional copies of my transcript to send to the colleges that I’m applying to. How do I get extra copies? +
- I placed an order for my transcript, but I haven’t received it. What should I do? +

- You can also **LIVE** chat with GEDTS® Support by clicking on the blue chat icon located in the bottom **RIGHT CORNER** of every page on GED’s website <https://www.ged.com/>.



The South Dakota Department of Education **DOES NOT** keep any official records. All official record requests **MUST** be submitted through GED Testing Services®. If you need assistance accessing your GED.com account, please contact [GED@state.sd.us](mailto:GED@state.sd.us).