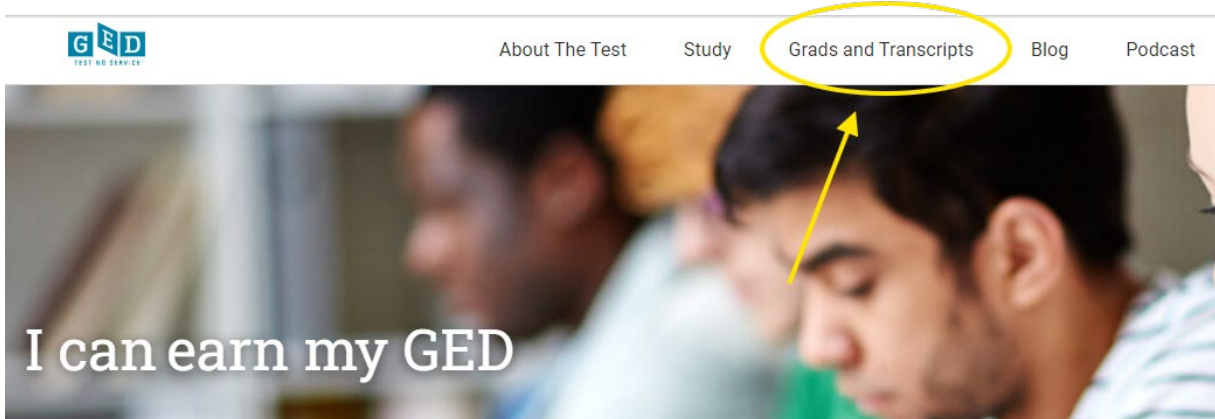


# Ordering Duplicate GED® Transcripts & Diplomas

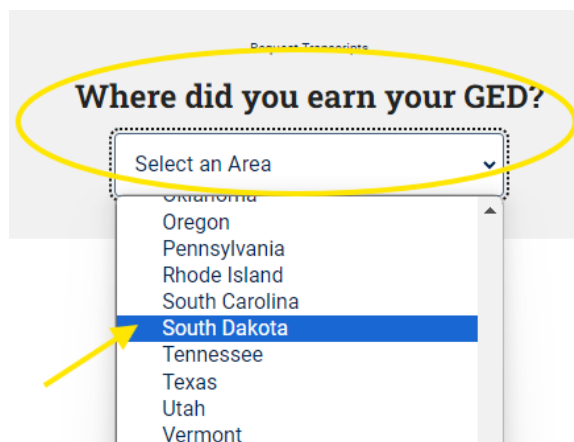
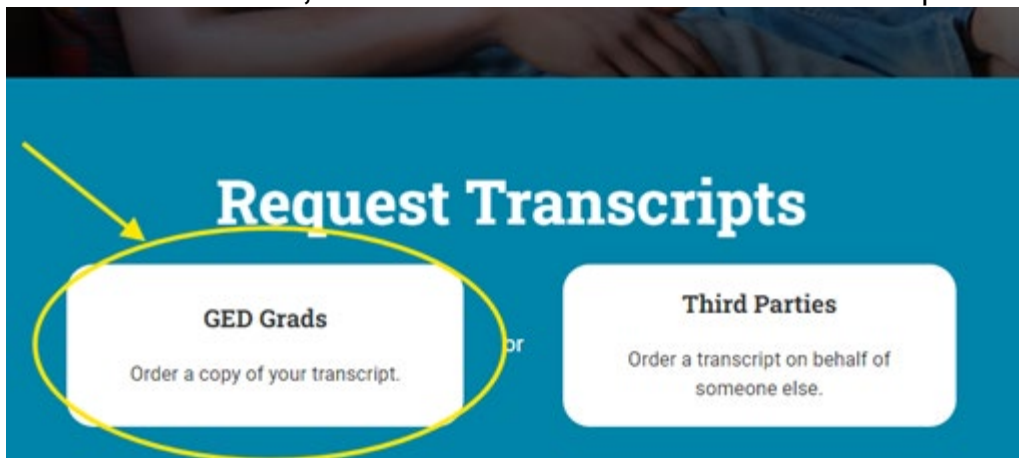
(Instructions for those who earned their credential BEFORE 2014)

## STEP 1: GO TO GED.COM

- Go to <https://www.ged.com/> and click on **GRADS AND TRANSCRIPTS**.



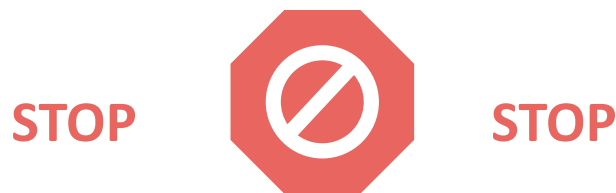
- Choose **GED GRADS**, then select **SOUTH DAKOTA** from the drop-down list.



- Choose the option **BEFORE 2014**
- You will now be redirected to GED Testing Services® 3<sup>rd</sup> party vendor, Parchment Services, to fulfil your transcript and/or diploma request.

REQUEST TRANSCRIPTS  
**When did you earn your GED?**

<p>2014 and Later</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Log in to your GED account to request your transcript.</p>	or	<p>Before 2014</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Visit our transcript site and create an account to request your transcript.</p>
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- If you earned your GED® Credential **AFTER 2014**, you should request duplicate transcripts or diplomas/certificates through your GED.com account. Please follow the instructions for Ordering Transcripts AFTER 2014 if you need assistance.
- If you are unsure of when you earned your GED® Credential, AND you earned it in South Dakota, you can email [GED@state.sd.us](mailto:GED@state.sd.us) for verification of this information.

## STEP 2: CREATING AN ACCOUNT WITH PARCHMENT

- If you have never requested a copy of your official transcript or diploma before, you must first **CREATE AN ACCOUNT with Parchment Services, Inc.**

- Enter in all the required information to create your account.

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

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#)

- You must enter information for each field that includes the RED \* symbol.

NOTE: If you have already created an account, please [login](#).

### Address Details

First Name:  \*

Middle Name:

Last Name:  \*

Street Address:  \*

Address Line 2:

City:  \* (Military Addresses: enter APO, DPO, or FPO)

State/Province:  \*

Post/Zip Code:  \*

Country:  \*

Telephone:  \* (eg. 555-555-5555)

- Enter the **AUTHENTICATION DETAILS** required for Parchment Services to verify your GED® record. You only need to complete the information that is deemed “REQUIRED” with the RED \* symbol.
- If you are unsure of the year in which you received your credential, please email [GED@state.sd.us](mailto:GED@state.sd.us) for assistance in verifying this information. If you do not indicate the **CORRECT** information in the authentication details, Parchment Services may not be able to validate your request.

Authentication Details

Date of Birth:  --  --  ---- \*

Year Passed GED:  ---- \*

Name While Testing:

Title:

First Name:  \*

Middle Name:

Last Name:  \*

Suffix:

Last 4 SSN:  \* (eg. 1234)

Test ID:

City Tested In:  What city did you take the exam in?

Login Details

Email Address:  \*

Confirm Email:  \*

Password:  \*

Confirm Password:  \*

For security, your password must be at least 10 characters in length and contain all of the following:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A punctuation character

# STEP 3: ORDERING DOCUMENTS

- Once you have created an account, you can proceed with ordering your official documents.
- 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

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

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### 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

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


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

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### Select Product Type

 **eTranscript**  
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... \$18.00

 **Paper Transcript**  
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... \$18.00

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Parchment Ordering Service v2.9  
Copyright © 2006-2024 Parchment Inc. All Rights Reserved.  
[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.


[Or Send to Yourself, Another Individual, or Third Party](#)

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Parchment Ordering Service v2.9  
Copyright © 2006-2024 Parchment Inc. All Rights Reserved.  
[Privacy Policy](#), [Refund Policy](#)  
01:42pm PDT

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

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


GED
Credentiaing™  
STATE OF SOUTH DAKOTA

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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	<span style="color: blue;">i</span> Pierre, SD, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
University of South Dakota	<span style="color: blue;">i</span> Vermillion, SD, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
South Dakota State University	<span style="color: blue;">i</span> Brookings, SD, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
South Dakota School of Mines and Technology	<span style="color: blue;">i</span> Rapid City, SD, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
South Dakota School of Mines and Technology-Graduate Admissions	<span style="color: blue;">i</span> Rapid City, SD, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
Brooklyn College, Human Resources	<span style="color: blue;">i</span> Brooklyn, NY, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
CUNY Bernard Baruch College, Registrar	<span style="color: blue;">i</span> NEW YORK, NY, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
CUNY Brooklyn College, Education Department	<span style="color: blue;">i</span> Brooklyn, NY, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
CUNY UNIVERSITY APPLICATION PROCESSING CTR UAPC	<span style="color: blue;">i</span> Brooklyn, NY, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>
CUNY Kingsborough Community College, Human Resources	<span style="color: blue;">i</span> Brooklyn, NY, US	<span style="background-color: #76923C; color: white; padding: 2px 5px; border: 1px solid #76923C;">SELECT</span>

## STEP 4: ENTER YOUR ORDER DETAILS

- 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 in correctly to ensure properly delivery.

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\*

\* Required

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 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 of the 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 5: 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

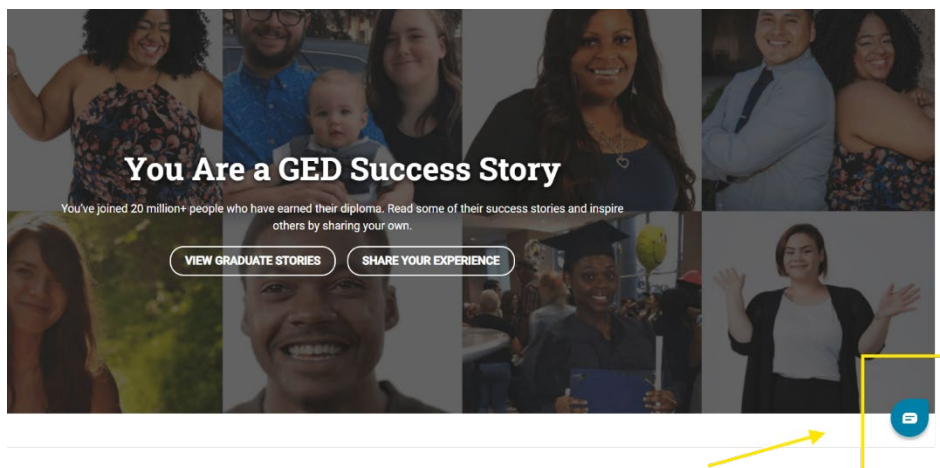
Monday-Friday 7:00 am – 7:00 pm  
Central Standard Time (CT)

- 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).