



BROOKDALE

**1. Login or Register**

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

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

Information

Red Asterisked Items under the Authentication Details section must match exactly in order to verify your identity within our system. All other items will be used to authenticate your identity and must match the information on file for you at Brookdale Community College.

NOTE: If you were a student at Brookdale prior to our records conversion in 1999 you may not be able to create an account. Please utilize our transcript request form (see link below) and send your request via Postal Mail or make your request by visiting our office in person.

Please complete all information in its entirety, including entering your first and last name information on both portions of the screen (making sure to provide your first and last name at the time of your attendance at Brookdale), your full date of birth and 7 digit Brookdale Student ID number. Your Email Address and Password are required to create an account. The email address and password you enter are separate from any Brookdale Community College accounts you have already created.

NOTE: If you have already created an account, please login.

If you are unable to create an account, click [here](#) to access the paper request form.

We were unable to create your account. Your entries must match the information on file for you while you were a student at Brookdale. Please try again. If issues persist, please contact transcripts@brookdalecc.edu for further assistance.

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)

Authentication Details

Date of Birth: , *

Degree Received or Degree Sought:

Name While Attending:

Title:

First Name: *

Middle Name:

Last Name: *

Suffix:

Student ID: [Look up your student ID*](#).

Login Details

Email Address:

*

Confirm Email:

*

Password:

*

Confirm Password:

*

For security, your password must be at least **8** characters in length and contain at least **3** of the following:

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

I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

Parchment Ordering Service v2.9
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