



MISSISSIPPI

COMMUNITY COLLEGE BOARD

3825 Ridgewood Road • Jackson, MS 39211 • Phone: (601) 432-6518 • Fax (601) 432-6890

TO WHOM IT MAY CONCERN:

Thank you for contacting the Mississippi Community College Board in regards to requesting a copy of your High School Equivalency diploma or transcript. We regret to inform you that our office is no longer able to fulfill your order.

Enclosed is a copy of your request along with your money order.

Below are the procedures that need to be followed for you to request a copy:

1. Go to the following website: www.diplomasender.com
2. Under Students & Test-Takers, choose **Create an Account**
3. Select the state in which you took your test: **Mississippi**
4. Choose Next
5. **Student I.D.**
 - a. (If you took the test before 2013, your I.D. is your social security number. If you tested in 2014 or later, use your test provider's unique ID number. Directions are available on the screen)
6. **Create a User Name and Password**
 - a. Enter your email address to be used as your username for DiplomaSender
 - b. Create a password you would like to use for DiplomaSender
 - i. Must be a minimum of 8 characters long and will be case sensitive
7. **Provide the requested information to find your record.**
8. **Choose Type of test you took:** Paper-Pencil or Computer Based
9. **Answer the question:** How long ago did you take your test?
10. Choose Next
11. You will be asked a series of identification/security questions.
12. Choose Next
13. Diploma Sender will generate your documents.

Next you will have a choice of selecting which documents (diploma or transcript) that you want, order details, giving consent, and payment (\$15).