

## Docufide Secure Transcript Ordering - Creating an Account:

- 1) Go to [www.docufide.com](http://www.docufide.com)
- 2) On the menu bar click on **Sign In**
- 3) Click on the link 'create a Docufide account now'



## THE SECURE, EASY, CONFIDENT WAY TO TRANSFER ACADEMIC RECORDS

Students, schools, colleges, state agencies: they all rely on Docufide's trackable, privacy-protected, dependable delivery of student records and transcripts.

From K-12 through grad school, you can be ready to send, receive, and track information in minutes (with no ongoing maintenance or hardware/software costs) through the nation's largest network for electronically transferring academic records. Students or their schools simply complete an online request form, and they can all then monitor the progress of every request — online and on-demand.

Nearly two dozen state education departments and more than 3500 schools across the country trust Docufide to deliver accurate, timely records to any destination — electronically or in print — as Education's Trusted Intermediary™.

Select the tab at the top that's right for you and make the processing of transcripts and academic records easy, fast, secure, and trouble-free.

- 4) Enter the High School Name and click **Search**. Next click the radio button next to the school's name and click **Continue**.

Welcome to Secure Transcript from Docufide.

Please identify your school so we can retrieve your records.

Enter your school's name (high school, or college/university) or city and state, and click Search.

Select your school from the list below.

MATCHING SCHOOLS			<a href="#">Continue</a>
	Name	City	State
<input checked="" type="radio"/>	Saint Ignatius College Preparatory	San Francisco	CA

Can't find your school? [Click Here](#)

[Continue](#)

- 5) Enter **Currently Enrolled** and your **Graduation Year**. Then click **Save & Continue**.
- 6) Enter your identifying information and click **Continue**.
- 7) Enter your **email address** and select a password.
- 8) Activate your account by responding to the confirmation email you will receive from Docufide. (check your 'junk' folder if you do not see the email).

### **Docufide Secure Transcript Ordering – Using Your Account:**

- 1) Go to [www.docufide.com](http://www.docufide.com)
- 2) On the menu bar click on **Sign In** and select **Students**.
- 3) Enter your **SI email address** and your **Docufide password** and click **Sign In**.
- 4) Follow the instructions for selecting colleges to which your transcript should be sent. For other organizations, such as scholarship providers, click the link under “Select Other Destinations” or “NCAA” and enter the information requested.

NOTE: You may click on the **Order Status** tab to view the current status of any transcript you have already ordered. You will also receive emails confirming the progress of your transcript requests at each step in the process.

\*\*If you have any problems during the registration or ordering process please send an email to [customerservice@docufide.com](mailto:customerservice@docufide.com) including your name, school name, birth date and details of the issue you are having.