



**Docufide Sender:  
Student User Guide**

## Student Registration

With Docufide by Parchment you can use the Docufide Sender online system to order transcripts to be delivered anywhere worldwide. To begin using Docufide, you must create an account and associate your college with that account. This user guide will take you through the steps to register with Docufide, order transcripts, and manage your Docufide account.

### **Register with Docufide**

The first time you access Docufide.com, you will need to create a Docufide account. If you already have a Docufide or Parchment account (because you already order transcripts online for your high school or another college), please proceed to the section entitled 'Manage Your Account' to learn how to add your college/university to your existing account.

Tracking | Help/FAQ | Contact
Login

docufide<sup>®</sup>  
by parchment<sup>™</sup>
Products and Services | Your Solution | Resources | Events | Company | **Students**

### More than 1.6 Million Transcripts Sent in 2011

Via the Docufide by Parchment platform.

It's Time. Join the leading credentials data exchange network.

[Read More >>](#)



#### Solutions Just for You

- High Schools
- Colleges & Universities
- Community Colleges
- Career Colleges
- State Initiatives

#### News

02/28/12 – Parchment News  
[Parchment Delivers 1.6 Million e-Transcripts as Demand for Online Credentials Data Grows](#)

02/20/12 – AZ Tech Council  
[Parchment Inc. Doubles Staff and Raises \\$6 Million](#)

02/17/12 – KTVK Channel 3 News  
[Parchment plans to hire aggressively through 2012](#)

02/14/12 – Phoenix Business Journal  
[Parchment raises \\$6M to expand education credential storage business](#)

02/13/12 – Parchment News  
[Parchment Raises \\$6 Million to Expand Credentials](#)

#### Did You Know?



##### Docufide® by Parchment

The leading transcript exchange and intelligence platform, Docufide by Parchment enables the secure, rapid exchange of millions of electronic transcripts among nearly 9,000 schools and universities, six state education agencies, and hundreds of thousands of individuals.

[Read More >>](#)



##### Client Spotlight: NCAA

The NCAA brought its eligibility center back in-house in 2007, determined to find a highly efficient solution for processing nearly a half-million transcripts from high school athletes each year.

[Read More >>](#)



**Parchment is the leading provider of credentials data solutions.**  
Parchment's mission is to unleash education credentials by unlocking the critical data they embody. The Company works with institutions and corporations around the world helping people collect, promote, and share their education credentials in simple and secure ways.

[Learn More About Parchment](#)

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## Step 1: Go to Docufide.com

Go to Docufide.com and click the 'Students' link in the header.

**Students**  
Register to send electronic transcripts.

- College Students  
Are you an undergraduate or graduate student wanting to send electronic transcripts?  
**You need to register with Docufide.**
- High School Students  
Are you a high school student wanting to send electronic transcripts as you apply to college?  
[You need to register with Parchment.com.](#)

**Student Registration**  
Make the application process easier by joining the leading transcript exchange network. Get started today!

Home » Students

**parchment**  
credentials unleashed

Parchment is the leading provider of credentials data solutions.  
Parchment's mission is to unleash education credentials by unlocking the critical data they embody. The Company works with institutions and corporations around the world helping people collect, promote, and share their education credentials in simple and secure ways.

[Learn More About Parchment](#)

### Step 1: Go to Docufide.com

Click the 'You need to register with Docufide' link.

**docufide**  
by parchment

Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

**Welcome to Parchment**

Create your Parchment account to begin placing transcript requests through Docufide by Parchment. To get started, search for you college or university. If you need to request transcripts from a high school, [please register at www.parchment.com](#).

If you already have a Parchment account (created at either [www.docufide.com](#) or [www.parchment.com](#)), [sign in](#) using your Parchment credentials now.

Country:

State/Province:

College/University Name:

Student Type: ☐ Undergraduate ☐ Graduate

1 colleges/universities match your criteria.

College/University Name	City, State/Province	Country	Student Type	
Docufide Institute of Technology	Camarillo, AK	United States	Graduate	<a href="#">Begin Registration</a>

### Step 3: Locate Your College

To create your account, you will need to identify your college or university. You can search for your institution by any combination of:

- Country
- State/Province
- College/University Name
- Student Type (Undergraduate or Graduate)

If you enter multiple criteria (i.e. State/Province and College/University Name), only institutions that match all selected criteria will be displayed in the search results. Therefore, if you have trouble locating your institution, try entering less criteria and searching again.

In the Search Results, click the 'Begin Registration' link to create your Docufide account.

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Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

### Create a Docufide by Parchment Account

Create your Docufide by Parchment account that will allow you to place transcript requests for any destination worldwide.

\* Required Information

**Personal Information**

\* First Name:

\* Middle Name:

\* Last Name:

Suffix:

\* Gender:

\* Date of Birth:

\* SSN (last 4 digits):

**Contact Information**

\* Country:

\* Address:

\* City:

\* State/Province:

\* Postal Code:

\* Phone Number:

**Sign In Information**

\* Email Address:   
Must be a valid email address.

\* Confirm Email Address:

\* Password:   
Password must be at least 6 characters and contain 1 alpha and 1 numeric character.

\* Confirm Password:

**Secret questions**

\* Secret Question 1:

\* Secret Answer 1:

\* Secret Question 2:

\* Secret Answer 2:

**Optional Services**

☐ Student Outreach Services

Say "yes" to this free service and you'll hear from colleges, scholarship programs, and lenders looking for students like you. Here's how it works: We send basic information about you (such as grade level and state) to a variety of schools and programs. Then the schools and programs send you information about themselves, so you can see if they fit your college plans.

[cancel registration](#)

#### Step 4: Create Account

To create your account, enter your information including:

- Personal Information (name, gender and date of birth).
  - Note: If your institution uses SSN to identify your student records, the last four digits of your SSN may be required.
- Contact Information (address and phone number)
- Sign In Information (the email address and password you will use to access your Docufide account)
- Secret Questions (two secret questions that can be used to reset your password if you forget it)

Click the 'Save & Continue' button to continue.

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Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

### Identify College/University Attended

Provide your enrollment information to match you to your academic records.

\* Required Information

**Enrollment Information**

College Name: Docufide Institute of Technology

Enrollment Status: ☐ Currently Enrolled ☒ Not Currently Enrolled

\* Years Attended:  to

\* SSN (last 4 digits):

Student ID:

**Degree Information**

Enter degrees and certificates you were awarded.

Degree Information

Academic Center	Degree/Certificate Title	Degree Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Another Degree](#)

**Name When Enrolled**

Enter your full name as it appears in your academic records for Docufide Institute of Technology. Be sure to provide your official name, not a nickname.

\* First Name:

Middle Name:

\* Last Name:

Suffix:

[cancel registration](#)

### Step 5: Enter College/University Enrollment Information

Enter the enrollment information for your college or university. Your institution and Docufide will use the information to match you to your academic records.

Click the 'Save & Continue' button to continue.

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Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

### Complete Student Waiver

In addition to transcripts, your college or university may send a Letter of Recommendation. The college officials preparing the documents and the recipients receiving them need to know whether you have waived your right to review these documents (should you be accepted and attend a college that received it). Waiving this right allows the forms to be shared in confidence.

Please review the following statement and indicate whether you wish to waive this right.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to recommendations, select the choice below, constituting your electronic signature.

**Recommendation Waiver**

I recognize the confidential nature of recommendations and

☐ waive my right to access.

☐ do not waive my right to access.

[cancel registration](#)

### Step 6: Complete Student Waiver

In addition to transcripts, your college/university may send Letters of Recommendation through Docufide. By completing this waiver, you are informing your institution whether you waive the right to access these documents under the Family Education Rights and Privacy Act (FERPA).

Docufide will inform your institution of your selection if the institution sends a Letter of Recommendation on your behalf. You will be able to review and modify your waiver select at any time on your account Profile page. See the Manage Account section for more information about modifying your waiver options.

Click the 'Continue' button to continue.

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[Locate College/University](#) > [Create Account](#) > [Enter Enrollment Information](#) > [Complete Waiver](#) > [Sign TAF](#) > [Accept Agreement](#) > [Confirmation](#)

### Sign Transcript Authorization Form

Federal regulations require that we receive your signature before we can process your transcript requests for destinations that are not included in our database of authorized destinations. Please sign the form using your mouse, touchpad, or a stylus so we can process all of your transcript requests from the colleges or universities listed.

Once you sign the form, Parchment will keep it on file and you will not be required to sign it again to place additional requests. You will be able to withdraw your authorization at any time by signing into your account and accessing your Profile.

Student name: Rosemarie Diegnan  
Date of Birth: 02/03/1978  
Gender: Female

College Information		
College Name: Docufide Institute of Technology	Years Attended: 2009 - 2014	Student ID: ST3333

I authorize Parchment Inc. as the authorized representative for Docufide Institute of Technology to release my complete academic transcript to destinations I select through my Docufide by Parchment account.

Clear Signature

☐ I certify under penalty of law that I am the individual identified above.

\* Name:

Continue

[cancel registration](#)

### Step 7: Sign Transcript Authorization Form

Sign the Transcript Authorization Form (TAF) to authorize Docufide to deliver your transcript to destination outside our database of authorized colleges and universities, including transcripts sent to your personal email or physical address. You can sign the TAF using your mouse, touchpad, or a stylus.

You will be able to review and withdraw your authorization at any time on your account Profile page. If you elect to withdraw authorization, you will need to provide a new authorization the next time you attempt to send a transcript to a third party. See the Manage Account section for more information about modifying your waiver options.

Click the 'Continue' button to continue.

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by parchment<sup>™</sup>

Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

### Accept Parchment User Agreement

Please read, print, and electronically sign the Parchment User Agreement. By signing this agreement you authorize Parchment to release your transcripts to destinations selected through your Docufide by Parchment account.

[Print Agreement](#)

Parchment Inc. ("Parchment") is pleased to offer you the use of Docufide by Parchment (the "Service") to deliver your academic transcripts to the colleges, universities, and other destinations of your choice on the following terms and conditions. By selecting the "Accept Agreement" button below, you agree to the following terms and conditions. If you do not complete the online information below or if you do not agree with these terms and conditions, you may not use the Service. The Service operates in compliance with the Family Educational Rights & Privacy Act ("FERPA") (20 U.S.C. Section 1232(g)). If you are under the age of eighteen (18) years, your parent must agree to and submit the registration form for the Service.

Your use of this Service is also subject to the terms and conditions contained in the [Terms of Use](#), which govern the use of this Web site, and which Parchment may modify from time to time. It is important that you understand and are comfortable with the level of the privacy accorded your transcripts and other personal information you provide. Please review our [Privacy Policy](#), which Parchment may update from time to time, which explains what measures we take to protect your personal information and what information may be used.

1. PERMISSION. Upon your successful registration with Parchment, you will provide an email address and a user-selected password. In some cases, you will

☒ Accept Agreement   ☐ Decline Agreement

\* First Name:

\* Last Name:

\* Phone:  Ext:

\* Email Address:

[cancel registration](#)

### Step 7: Accept Parchment User Agreement

To use the Docufide Sender application to order transcripts, you must accept the Parchment User Agreement. Please read, print, and electronically sign the agreement.

You will not be able to request transcripts until you accept the user agreement.

Click the 'Submit' button to continue.

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by parchment<sup>™</sup>

Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

### Confirm Registration

You have successfully created a Docufide by Parchment account with the following information.

Email Address: rosie@parchment.com

Waiver Status: Waive right to view letters of recommendation

**Selected Colleges**

College Name	City, State/Province	Country	Enrollment Status
Docufide Institute of Technology	Camarillo, AK	United States	Currently Enrolled: Sep 2009 - May 2014

**Next Steps**

You will receive a Docufide by Parchment confirmation email at the email address above. Follow the instructions in the email to verify your email address. If you do not receive the email within 15 minutes, check your spam or junk email folder and be sure to add Parchment and Docufide to your safe list.

### Step 8: Registration Confirmation

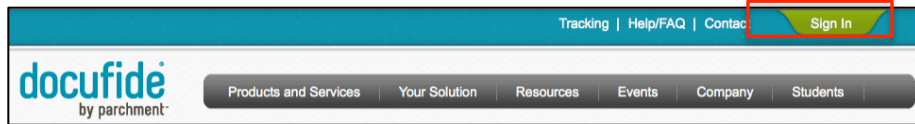
Once you submit the Parchment User Agreement your account will be created, and you can begin to request transcripts.

You will receive a confirmation email that includes a link to confirm that you are able to receive emails at the email address you provided when creating your account. Although you can begin requesting transcripts without confirming the email address, we recommend you complete this step to ensure that you receive important status emails from Docufide.



## Order Transcripts

Once you have created your account, you can begin requesting transcript be delivered to any destination worldwide.



**Sign in to your account**

Email Address  Password  [Forgot your password?](#)

Tracking | Help/FAQ | Contact



**Docufide Sender** **Profile**

**REQUEST TRANSCRIPTS** **STATUS/HISTORY**

**Request Transcripts**

Parchment is now the place where you can request, view, store and deliver your high school transcript. You can access your Parchment account with the same email address and password you use at Docufide.

At Parchment you are also able to research colleges, find your chances at being admitted, get recommendations for colleges that match your profile, or be discovered by the colleges that are interested in you.

If you need to request a college transcript, continue by clicking the 'request transcript' link for the appropriate college.

Select the college or university from which you wish to send your transcript.

**REGISTERED UNIVERSITIES/COLLEGES**

College Name	City, State/Province	Country	Enrollment Status
Docufide Institute of Technology <a href="#">Request Transcript</a>	Camarillo, AK		Currently Enrolled: Years Attended: May 2010 to Jul 2013 <a href="#">edit status</a>
Richland Community College (IL) <a href="#">Request Transcript</a>	Decatur, IL		Currently Enrolled: Years Attended: Feb 2009 to Jan 2013 <a href="#">edit status</a>

### Step 1: Sign In to your Docufide Account

At docufide.com, click the Sign In button to display the sign in fields.

### Step 2: Enter Docufide Credentials

Enter the email address and password you used to create your Docufide account. Click the Sign In button.

### Step 3: Select College/University

On the Request Transcripts page, select the 'Request Transcript' link for the college/university from which you want to request transcripts.

Docufide Sender Profile

REQUEST TRANSCRIPTS STATUS/HISTORY

**Welcome to Docufide Sender**

A message from Docufide Institute of Technology:

Hi all our students!

You can use Docufide to send your transcript to any destination worldwide.

Request Transcript

Docufide Sender

REQUEST TRANSCRIPTS

**Select Destinations**

Select the recipients of your transcript from Docufide Institute of Technology.

Academic Destinations Myself Other Destinations

**Transcript Fee**

The standard transcript fee is \$3.00, but the fee may be subsidized and your actual fee may be \$0.00. In addition, depending on the delivery method you select, there may be a delivery handling charge. You will be able to view the final fee for each destination on the Review Destinations page.

Search for colleges and universities and other academic institutions, such as scholarship funds. If you cannot find your institution in your initial search, try entering fewer characters such as "harvard" rather than "harvard university".

If you still cannot locate the institution, select "Other Destinations" to provide an electronic or paper address for the destination.

If you are applying to a professional graduate program such as medicine, law, dentistry, and optometry that requires you to send your transcript to a centralized application service, search for those organizations in this tab also.

Country: United States

State/Province: Select State...

Institution Name:

Included Institutions:

☒ Undergraduate Admissions

☒ Graduate Admissions

☒ Other Academic Institutions (including scholarship funds and application services for professional graduate programs)

Search

Cancel Request

#### Step 4: College/University Message

Your college/university may provide a personalized message. Please review the message for any important information your institution may provide.

Click the Request Transcript button to continue.

#### Step 5: Select Destinations

You can select your destinations using the following tabs:

- Academic Destinations – search our database of colleges/universities and scholarship funds.
- Myself – send an official transcript to your email address or physical address
- Other Destinations – send an official transcript to any destination worldwide

**Docufide Sender**

**REQUEST TRANSCRIPTS**

**Select Destinations**

Select the recipients of your transcript from Docufide Institute of Technology.

**Academic Destinations**   **Myself**   **Other Destinations**

**Transcript Fee**  
The standard transcript fee is \$3.00, but the fee may be subsidized and your actual fee may be \$0.00. In addition, depending on the delivery method you select, there may be a delivery handling charge. You will be able to view the final fee for each destination on the Review Destinations page.

Search for colleges and universities and other academic institutions, such as scholarship funds. If you cannot find your institution in your initial search, try entering fewer characters such as "harvard" rather than "harvard university".

If you still cannot locate the institution, select **"Other Destinations"** to provide an electronic or paper address for the destination.

If you are applying to a professional graduate program such as medicine, law, dentistry, and optometry that requires you to send your transcript to a centralized application service, search for those organizations in this tab also.

**Country:**

**State/Province:**

**Institution Name:**

**Included Institutions:**

- ☒ Undergraduate Admissions
- ☒ Graduate Admissions
- ☒ Other Academic Institutions (including scholarship funds and application services for professional graduate programs)

<input type="checkbox"/>	Institution Name	City/State/Country	Organization Type	Delivery Method
<input type="checkbox"/>	Docufide Institute of Technology	Camarillo, AK, US	Undergraduate Admissions	Electronic Delivery

     [cancel this destination](#)

**You've Selected your Sending Institution**

You have selected your institution, Docufide Institute of Technology, as the destination of your transcript. Are you sure you want to send your transcript to your sending institution?

To send a transcript to yourself, unselect this destination and select the "Myself" tab above.

### Step 5A: Academic Destinations

You can search the Docufide database of college/universities and scholarship funds.

Note: We recommend beginning your search for academic destinations on this tab because the Docufide maintains a database of preferred delivery methods for all colleges/universities nationwide, and a growing number of international institutions.

You can search for the institution by any combination of:

- Country
- State/Province
- College/University Name
- Included Institution (i.e. undergraduate, graduate, or other (such as scholarship fund))

If you enter multiple criteria (i.e. State/Province and College/University Name), only institutions that match all selected criteria will be displayed in the search results. Therefore, if you have trouble locating your institution, try entering less criteria and searching again.

In the Search Results, select the checkbox(es) next to the appropriate institution(s). To continue select:

- Save & Continue to proceed to review your destination(s) and complete your request.
- Save & Add Another to search for additional destinations.

### Personal Copy of Official Transcript

If you select your current institution, you will receive a warning before proceeding. If you need to send your transcript to your current institution, you can proceed. However, if you want to receive a personal copy of your official transcript, proceed to the 'Myself' tab to request a copy of your transcript (see Step 4B).

**Docufide Sender**

**REQUEST TRANSCRIPTS**

**Select Destinations**

Select the destinations to which you wish to send your Docufide Institute of Technology transcript.

Academic Destinations   **Myself**   Other Destinations

**Transcript Fee**  
The standard transcript fee is \$3.00, but the fee may be subsidized and your actual fee may be \$0.00. In addition, depending on the delivery method you select, there may be a delivery handling charge. You will be able to view the final fee for each destination on the Review Destinations page.

Select your preferred method for receiving your transcript.

☒ Delivery Method: Electronic Delivery  
Docufide will email instructions to securely download the transcript to the email address saved to your Docufide account.

\* Email Address:  [edit email address](#)

☐ Delivery Method: Paper  
Docufide will deliver the transcript on security paper to the address provided.

[Save & Continue](#)   [Save & Add Another](#)   [cancel this destination](#)

☒ Delivery Method: Paper  
Docufide will deliver the transcript on security paper to the address provided.

☒ United States (including U.S. territories and APO/FPO address) - Delivery Handling Charge of \$2.00  
Docufide will deliver the transcript on security paper to the address saved to your Docufide account.

\* Address:  [edit address](#)

\* City:

\* State/Province:

\* Postal Code:

☐ Send via overnight delivery - Additional delivery handling charge of \$25.00  
Docufide will send our transcript via overnight delivery to the address provided.

[Deliver to an address outside the U.S.](#)

### Step 5B: Myself

If you would like to receive an official copy of your transcript, select the Myself tab. By default the transcript will be delivered to you electronically at the email address associated with your Docufide account.

Alternatively, you can select a different email address by select the 'edit email address' link, or have the transcript delivered to you in a sealed envelope to any physical address worldwide by select the button next to Delivery Method: Paper.

Note: You should not select the 'Myself' tab to have a transcript delivered to a different destination. As an added level of security when generating your transcript, Parchment clearly identifies the intended recipient of a transcript. If you select the Myself tab, the transcript will indicate that it was prepared specifically for you (rather than your ultimate recipient).

To send a transcript to a third party that is not in the Docufide database, select the 'Other Destinations' tab.

### Delivery Method: Paper

If you want to have your transcript delivered on paper in a sealed envelope, select Delivery Method: Paper. By default, the transcript will be delivered to the physical address saved to your account. To edit this address, select the 'edit address' link.

You can also request that the transcript be delivered overnight via FedEx. Please note, transcripts to APO/FPO and Post Office Boxes cannot be delivered overnight.

### International Addresses

To deliver a transcript to an international address, select the 'Deliver to an address outside the U.S.' link.

- Transcripts to Canada and Mexico addresses are delivered via U.S. mail (unless you select overnight delivery).
- Transcripts to all other countries are delivered via FedEx.

Select your desired delivery method and select the Save & Continue or Save & Add Another button.

Docufide Sender

REQUEST TRANSCRIPTS

### Select Destinations

Select the destinations to which you wish to send your Docufide Institute of Technology transcript.

Academic Destinations   Myself   **Other Destinations**

**Transcript Fee**

The standard transcript fee is \$3.00, but the fee may be subsidized and your actual fee may be \$0.00. In addition, depending on the delivery method you select, there may be a delivery handling charge. You will be able to view the final fee for each destination on the Review Destinations page.

Follow the steps outlined to send a transcript to a destination outside the Docufide database:

1. Select a Category.
2. Enter the Destination Name and an Attention Line, if necessary.
3. Select a Delivery Method and provide the required delivery information.

#### Destination Information

\* **Category:**

\* **Destination Name:**   
*Enter name as it should appear in the delivery address.*

**Attention Line:**

#### Delivery Method

☒ **Delivery Method: Electronic Delivery**

Docufide will email instructions to securely download the transcript to the email address provided. If the transcript is not downloaded within 5 days, the request will be canceled.

\* **Email Address:**

\* **Confirm Email Address:**

\* ☐ I confirm that the email address is valid.

☐ **Delivery Method: Paper**

Docufide will deliver the transcript on security paper to the address provided.

[cancel this destination](#)

### Step 5C: Other Destinations

To send a transcript to any other destination worldwide, select the 'Other Destinations' tab.

**Note:** If you are sending your transcript to a college/university in the U.S., you should search for the institution on the 'Academic Destination' tab rather than using the Other Destination tab to ensure the timely delivery of the transfer.

To send a transcript to a third party, do NOT provide your email address as the destination address. If you enter your email address, the transcript will be delivered to you, rather than your intended recipient.

#### ***Delivery Method: Electronic Delivery***

If you select electronic delivery, you must provide a valid email address, and you will be required to confirm that the email address is valid.

#### ***Delivery Method: Paper***

As with the 'Myself' tab, you can have your transcript delivered in a sealed envelope to any physical address worldwide.

Select your desired delivery method, enter the delivery information, and select the Save & Continue or Save & Add Another button.

Docufide Sender

REQUEST TRANSCRIPTS

### Review Destinations

Review the destinations you selected to send your Docufide Institute of Technology Transcript. Select "edit delivery information" to modify the delivery information for a destination, or "remove destination" to delete a destination from the list.

**Arkansas Baptist College** [remove destination](#)

Delivery Information	Transcript Type	Special Instructions	Fee
Office of Undergraduate Admissions 1600 Bishop Street Little Rock, AR, 72202  Delivery Method: <input checked="" type="radio"/> U.S. Mail <input type="radio"/> Send via Overnight Delivery <a href="#">edit delivery information</a>	<input checked="" type="radio"/> Current Transcript – including grades through Year, 2011 . <input type="radio"/> Next Grading Period Transcript Transcript including grades for Year, 2012 expected to be available on 01/07/2012. <input type="radio"/> Hold for Degree	<b>Application Tracking Number:</b> <input type="text"/> <b>Honors:</b> <input type="text"/>	Transcript Fee: \$3.00 Handling Fee: \$2.00

**Carnegie Mellon University** [remove destination](#)

Delivery Information	Transcript Type	Special Instructions	Fee
Pittsburgh, PA  Delivery Method: <input checked="" type="radio"/> Electronic Delivery <a href="#">edit delivery information</a>	<input checked="" type="radio"/> Current Transcript – including grades through Year, 2011 . <input type="radio"/> Next Grading Period Transcript Transcript including grades for Year, 2012 expected to be available on 01/07/2012. <input type="radio"/> Hold for Degree	<b>Application Tracking Number:</b> <input type="text"/> <b>Honors:</b> <input type="text"/> <a href="#">upload attachment</a>	Transcript Fee: \$3.00

**Individual (self view) - Rosemarie Diegnan** [remove destination](#)

Delivery Information	Transcript Type	Special Instructions	Fee
Email address: rdiegnan@securetranscript.com  Delivery Method: <input checked="" type="radio"/> Electronic Download Open <a href="#">edit delivery information</a>	<input checked="" type="radio"/> Current Transcript – including grades through Year, 2011 . <input type="radio"/> Next Grading Period Transcript Transcript including grades for Year, 2012 expected to be available on 01/07/2012. <input type="radio"/> Hold for Degree	<b>Application Tracking Number:</b> <input type="text"/> <b>Honors:</b> <input type="text"/>	Transcript Fee: \$3.00

Total Due: \$11.00

[cancel all destinations](#)

## Step 6: Review Destinations

When you have added all required destinations, you can review the information and make any necessary adjustments. You can make the following edits on this page:

- **Delivery Method**
  - If the delivery method is U.S. Mail, you can elect to send the transcript overnight via FedEx. If you select this option, you must provide a valid phone number and the physical address cannot be a PO Box or APO/FPO address.
  - To change the delivery method (i.e. from electronic to paper, click the 'edit delivery information' link. We do not recommend changing the delivery method for destinations in the Docufide database (located on the Academic Destinations page) unless you have been given specific instructions to send your transcript to a specific individual or address.
- **Transcript Type**
  - Current Transcript – the transcript will be delivered immediately with grades through the last grading period.
  - Next Grading Period Transcript – the transcript will be delivered when grades are posted for the next grading period. Docufide provides the date grades are expected to be posted.
  - Hold for Degree – the transcript will be delivered when your degree is awarded.
- **Upload Attachment**
  - To upload one more documents to be delivered with a transcript, click the 'upload attachment' link. In the upload window, locate your document(s) and click Done to attach them to the transcript. The uploaded documents will be delivered with the transcript.
  - Attachment can only be sent with transcripts that are being delivered electronically.

After reviewing your destinations and making any necessary changes, click the 'Save & Continue' button to continue with checkout, or 'Add Additional Destinations' to add more destinations.

docufide<sup>®</sup>  
by parchment<sup>™</sup>

Order Information







\* Required Fields

Invoice Number: 247479

Description:

Total: US \$11.00

Payment Information



Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

Billing Information


First Name:  \* Last Name:  \*

Address:  \*

City:  \*

State/Province:  \* Zip/Postal Code:  \*

Country:  \*



Submit

Cancel

### Step 7: Payment

If there is a fee associated with your transcript requests, submit your payment via credit card or debit card and click 'Submit'.

Docufide Sender
Profile

REQUEST TRANSCRIPTS
STATUS/HISTORY

### Request Confirmation

Thank you for requesting your transcripts through Docufide Sender.

REQUESTED DESTINATIONS [Print Confirmation](#)

DID#	Document Type	Destination	Delivery Method	TAF	Fee
T32KL43	Current Transcript	University of Missouri - Kansas City	Electronic Delivery	Not Required	\$8.00
T45NB97	Current Transcript	Central Christian College of the Bible	U.S. Mail	Not Required	\$10.00
T32LL43	Current Transcript	John Michael Smith	Electronic Delivery	Not Required	\$8.00
T3A7P43	Current Transcript	Missouri Employee Mutual	U.S. Mail	Not Required	\$10.00

Total Fee: 36.00

#### NEXT STEPS

<b>Confirmation</b>	Your credit or debit card has been billed \$36.00 Please <a href="#">print this page</a> for your records. Docufide will send an email confirming that we have received your request.
<b>Approval</b>	Your transcript request is now available for processing. If you selected "Next Grading Period Transcript" for one or more transcripts, those requests will be held until grades are posted for the current grading period, estimated to be on 12/23/2011. As soon as your transcripts are processed, Docufide will notify you by email.
<b>Delivery</b>	Docufide will process your transcript for delivery by mail and electronic delivery (based on the selected delivery methods). Recipients who receive transcripts electronically can download them immediately. Docufide will notify you by email when they do. If your transcript is to be sent by mail, it will be printed within 24 hours, scanned, and delivered to the post office - which triggers a confirmation email to you that the transcript was mailed. <b>Note: It may take 3-7 business days for a transcript to arrive by mail and then it may take colleges 4-6 weeks to process transcripts once they have been received. Many colleges will not confirm receipt until they have processed the transcript and updated your file. Regrettably these paper processing procedures and delays are not something Docufide has any control over.</b>
<b>Request Status</b>	If you have any questions about your request, you can sign in to Docufide Sender at any time, and select "Status/History" to view the status of your transcript requests. You may also request additional transcripts. If you have any questions, please use the <a href="#">Contact Us form</a> to submit questions.

### Step 8: Confirmation

The confirmation page is the receipt for your transcript order. Please print a copy for your record.

Once you have submitted your transcript order, you will receive a series of emails to the email address for your account to track the transcript progress including:

- Confirmation email when your order is submitted.
- Approval email when your order is approved by your college/university.
- Hold email if your order is placed on hold by your college/university. The hold email will include a reason the order was placed on hold.
- Delivery email when the transcript is mailed (paper delivery) or delivered (electronic delivery).
- Confirmed receipt email when an electronic recipient confirms receipt of the transcript.



Docufide Sender

Profile

REQUEST TRANSCRIPTS

STATUS/HISTORY

Document Request History

Review the status of your transcript and other document requests.

DOCUFIDE INSTITUTE OF TECHNOLOGY

DID#	Recipient	Document Request Information	Document Status
T47R20B	Docufide Institute of Technology Office of Student Affairs 12345 College Boulevard, Admissions, Box 41 Camarillo , AK 93010	<b>Document Type:</b> Current Transcript <b>Requestor:</b> Student <b>Delivery Method:</b> Electronic Delivery	<b>Requested:</b> 05/11/2011 <b>Completed:</b> Canceled
T4J2C1B	Southwest Tennessee Community College Office of Undergraduate Admissions PO Box 780 Memphis , TN 38101	<b>Document Type:</b> Current Transcript <b>Requestor:</b> Student <b>Delivery Method:</b> U.S. Mail	<b>Requested:</b> 01/10/2011 <b>Completed:</b> Canceled
T4J2CNE	Carson-Newman College 1646 Russell Avenue Jefferson City , TN 37760	<b>Document Type:</b> Current Transcript <b>Requestor:</b> Student <b>Delivery Method:</b> Electronic Delivery	<b>Requested:</b> 01/10/2011 <b>Completed:</b> Canceled
T4ML0VH	Grand Canyon University Office of Undergraduate Admissions 3300 W. Camelback Road Phoenix , AZ 85017	<b>Document Type:</b> Current Transcript <b>Requestor:</b> Student <b>Delivery Method:</b> Electronic Delivery	<b>Requested:</b> 04/29/2011 <b>Completed:</b> Canceled
T4MLDOI	Academy of Art University 79 New Montgomery Street San Francisco , CA 94105	<b>Document Type:</b> Current Transcript <b>Requestor:</b> Student <b>Delivery Method:</b> U.S. Mail	<b>Requested:</b> 04/29/2011 <b>Completed:</b> Canceled
TWRE42I	Appalachian State University Office of Undergraduate Admissions PO Box 32004 Boone , NC 28608	<b>Document Type:</b> Next Grading Period <b>Requestor:</b> Student <b>Delivery Method:</b> U.S. Mail	<b>Requested:</b> 07/22/2011 <b>Completed:</b> Pending Action by Sending School
TWRE4HK	North Carolina State University Office of Undergraduate Admissions 203 Peele Hall Campus Box 7103 Raleigh , NC 27695-7103	<b>Document Type:</b> Next Grading Period <b>Requestor:</b> Student <b>Delivery Method:</b> Electronic Delivery	<b>Requested:</b> 07/22/2011 <b>Completed:</b> Pending Action by Sending School
TE00JID	Docufide Institute of Technology Office of Student Affairs 12345 College Boulevard, Admissions, Box 41 Camarillo , AK 93010	<b>Document Type:</b> Current Transcript <b>Requestor:</b> Student <b>Delivery Method:</b> Electronic Delivery	<b>Requested:</b> 12/11/2011 <b>Completed:</b> Pending Action by Sending School

Done

## Status/History

In addition to the tracking emails you receive, you can view the status of a transcript request at any time on the Status/History page. To view the status, select the Docufide Sender tab and then select 'STATUS/HISTORY' in the subheader.

The Status/History page provides a full history of all transcript requests and their current status.

## Manage Account

From the Profile tab you can manage your account, including updating your personal information, withdrawing authorization to deliver your transcript to destinations outside Docufide database of colleges/universities, and adding/removing colleges from your account.

Docufide Sender
Profile

STUDENT PROFILE ASSOCIATED COLLEGES

### Student Profile

Review and edit your profile information \* Required Information

**Personal Information**

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Gender:

\* Birth Date:

SSN (last 4 digits):

**Contact Information**

Country:

\* Address:

\* City:

\* State/Province:

\* Postal Code:

\* Phone Number:

**Secret Questions**

\* Secret Question 1:

\* Secret Answer 1:

\* Secret Question 2:

\* Secret Answer 2:

**Recommendation Waiver**

I recognize the confidential nature of recommendations and if requested:

☒ I do waive my right to access them.

☐ I do not waive my right to access them.

**Transcript Request Authorization**

I authorize Parchment to release my complete academic transcripts for the following colleges:

College Name: Docufide Institute of Technology [withdraw authorization](#) Years Attended: 2010 - 2013 Student ID:

**Sign In Information**

\* Email Address:

[Change Password](#)

**Optional Services**

☐ **Docufide Newsletter**  
Stay on track with college-planning information. You'll receive information tailored to your interests, including college searches, admission, financial aid, and other information that will help you make the best college choices.

☐ **Student Outreach Services**  
Say "yes" to this free service and you'll hear from colleges, scholarship programs, and lenders looking for students like you. Here's how it works: We send basic information about you (such as grade level and state) to a variety of schools and programs. Then the schools and programs send you information about themselves, so you can see if they fit your college plans.

Save

## Manage Profile

To access your account profile, click the 'Profile' tab. The 'Student Profile' page opens by default. On this page you can update the following information:

- Personal Information including name, date of birth, and last four digits of your social security number.
- Contact information
- Secret questions and answers in the event you forget your password.
- Selection for your Recommendation Waiver. Please note, your changes will apply only to new recommendations that are uploaded after you make the change.
- Transcript Request Authorization. If you remove your authorization, you will not be able to send your transcript to a recipient outside the Docufide database of colleges/universities, including sending a transcript to your own email address or physical address.
- Sign In information including the email address and password.

After making any necessary changes, click the 'Save' button to save the changes.

Docufide Sender Profile

STUDENT PROFILE ASSOCIATED COLLEGES

**You have attended the following schools/colleges**

ASSOCIATED COLLEGES [Add another college](#)

College Name	Identifying Information	Enrollment Status	Degree Information	Approximate years of attendance
Docufide Institute of Technology Camarillo, AK <a href="#">Remove college</a>	<b>Student ID:</b> <input type="text"/> <b>SSN (last 4 digits):</b> <input type="text"/> <i>You must provide your Student ID number or the last four digits of your Social Security number</i> <b>Name when enrolled:</b> <b>First Name:</b> <input type="text"/> Rosemarie <b>Middle Name:</b> <input type="text"/> <b>Last Name:</b> <input type="text"/> Diegnan	<b>Enrollment status:</b> <input checked="" type="radio"/> Currently Enrolled <input type="radio"/> Not Currently Enrolled	<b>Academic center:</b> <input type="text"/> <b>Degree/Certificate Title:</b> <input type="text"/> <b>Degree year:</b> <input type="text"/> <a href="#">Remove</a> <a href="#">Add another degree</a>	May 2010 to Jul 2013

[Save](#) [Back](#)

## Associated Colleges

To view the colleges associated with your Docufide account, click the 'ASSOCIATED COLLEGES' link. On this page you can edit your college information including:

- Student ID
- Name when enrolled
- Enrollment Status
- Degree Information
- Years of Attendance

In addition, to remove a college/university from your account, click the 'Remove college' link for the appropriate institution.

To add a new college/university, click the 'add another college' link and you will be directed to the Add College workflow.

Docufide Sender Profile

**Search For Additional Colleges**

You have saved the following colleges to your registration:

- Docufide Training High School
- Docufide Institute of Technology
- zz Annie Wow High School

To locate additional colleges, enter your College/University Name or State/Province, and click "Search".

**Country:**  United States  
**State/Province:**  Select a State/Province  
**College/University Name:**  richland

3 colleges/universities match your criteria.

College/University Name	City, State/Province	Country	Student Type	
Richland College	Dallas, TX	United States	Undergraduate	Not Accepting Registrations <a href="#">Provide College Contact Information</a>
Richland Community College (IL)	Decatur, IL	United States	Undergraduate	<a href="#">Add College</a>
University of Wisconsin - Richland	Richland Center, WI	United States	Undergraduate	Not Accepting Registrations <a href="#">Provide College Contact Information</a>

## Step 1: Search for Colleges/Universities

You can search for your institution by any combination of:

- Country
- State/Province
- College/University Name
- Student Type (Undergraduate or Graduate)

If you enter multiple criteria (i.e. State/Province and College/University Name), only institutions that match all selected criteria will be displayed in the search results. Therefore, if you have trouble locating your institution, try entering less criteria and searching again.

In the Search Results, click the 'Begin Registration' link to create your Docufide account.

Docufide Sender Profile

### Confirm Your College

\* Required Information

**Enrollment Information**  
College Name: Richland Community College (IL)  
Enrollment Status: ☐ Currently Enrolled ☒ Not Currently Enrolled  
\* Years Attended:  to   
\* Student ID:

**Name When Enrolled**  
Enter your full name as it appears in your academic records for Richland Community College (IL). Be sure to provide your official name, not a nickname.  
\* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

Save & Continue

Docufide Sender Profile

### Sign Transcript Authorization Form

Federal regulations require that we receive your signature before we can process your transcript requests for destinations that are not included in our database of authorized destinations. Please sign the form using your mouse, touchpad, or a stylus so we can process all of your transcript requests from the colleges or universities listed.

Once you sign the form, Parchment will keep it on file and you will not be required to sign it again to place additional requests. You will be able to withdraw your authorization at any time by signing into your account and accessing your Profile.

Student name: Rosemarie Diegnan  
Date of Birth: 03/02/1992  
Gender: Female

**College Information**  
College Name: Richland Community College (IL)      Years Attended: 2010 - 2015      Student ID:

I authorize Parchment Inc. as the authorized representative for Richland Community College (IL) to release my complete academic transcript to destinations I select through my Docufide by Parchment account.

Clear Signature

☐ I certify under penalty of law that I am the individual identified above.

\* Name:

Save

## Step 2: Confirm College Information

Enter the enrollment information for your college or university. Your institution and Docufide will use the information to match you to your academic records.

Click the 'Save & Continue' button to continue.

## Step 3: Sign TAF

Sign the Transcript Authorization Form (TAF) to authorize Docufide to deliver your transcript to destination outside our database of authorized colleges and universities, including transcripts sent to your personal email or physical address. You can sign the TAF using your mouse, touchpad, or a stylus.

You will be able to review and withdraw your authorization at any time on your account Profile page. If you elect to withdraw authorization, you will need to provide a new authorization the next time you attempt to send a transcript to a third party. See the Manage Account section for more information about modifying your waiver options.

Click the 'Save' button to add your college.