



**Docufide Sender:
College Student User Guide**

Student Registration

With Docufide by Parchment you can use the Docufide Sender online system to request 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, request 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 requested 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 Sign In

docufide[®] by parchment[™] 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

06/14/12 - Parchment News
[Strong First-Quarter Growth for Parchment](#)

06/07/12 - Parchment News
[Hobsons and Parchment Partnership](#)

05/21/12 - Parchment News
[Parchment Offers Full Integration Support for College Industry](#)

05/02/12 - Parchment News
[Veteran Technology Executives Join Parchment As Growth Accelerates](#)

03/21/12 - Phoenix Business Journal
[Parchment advancing Phoenix's e-learning sector](#)

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[™]
credentials unleashed

[Learn More About Parchment](#)

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.

Step 1: Go to Docufide.com

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

Note:

Alternatively, you may be able to access Docufide.com directly from within your institution's portal account. Please contact your institution directly to learn about accessing Docufide from within your student portal account.

Step 2: Go to Docufide.com

Click 'You need to register with Docufide' under 'Request a College Transcript'.

Note:

If you already have a Docufide account, click 'Sign In' in the header to proceed to sign in to your existing account using your email address and password.

College/University Name	City, State/Province	Country	Student Type	
Docufide Institute of Technology	Camarillo, AK	United States	Graduate	Begin Registration

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 'Begin Registration' to create your Docufide account.

docufide[®]
by parchment[™]

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:	<input type="text"/>	* Gender:	<input type="text" value="Gender"/>
Middle Name:	<input type="text"/>	* Date of Birth:	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>
* Last Name:	<input type="text"/>	* SSN (last 4 digits):	<input type="text"/>
Suffix:	<input type="text" value="Suffix"/>		

Contact Information

* Country:	<input type="text" value="United States"/>	* Phone Number:	<input type="text"/>
* Address:	<input type="text"/>		
	<input type="text"/>		
* City:	<input type="text"/>		
* State/Province:	<input type="text" value="Select a State/Province"/>		
* Postal Code:	<input type="text"/>		

Sign In Information

* Email Address:	<input type="text"/>	* Password:	<input type="text"/>
	<small>Must be a valid email address.</small>		<small>Password must be at least 6 characters and contain 1 alpha and 1 numeric character.</small>
* Confirm Email Address:	<input type="text"/>	* Confirm Password:	<input type="text"/>

Secret questions

* Secret Question 1:	<input type="text" value="Select a Secret Question"/>	* Secret Question 2:	<input type="text" value="Select a Secret Question"/>
* Secret Answer 1:	<input type="text"/>	* Secret Answer 2:	<input type="text"/>

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 or Student ID to identify your student records, the last four digits of your SSN or Student ID 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 'Save & Continue'.

docufide
by parchment

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
[] [] []
[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: [Rosemarie]
Middle Name: []
* Last Name: [Diegnan]
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 your transcript requests to your academic records.

Click 'Save & Continue'.

docufide
by parchment

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 or 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 selection at any time on your account Profile page. See the Manage Account section for more information about modifying your waiver options.

Click 'Continue'.

docufide
by parchment

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:

[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 be prompted to provide a new authorization the next time you attempt to send a transcript to a recipient outside the database of authorized colleges and universities. See the Manage Account section for more information about modifying your waiver options.

Click 'Continue'.

docufide[®]
by parchment[™]

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](#)

docufide[®]
by parchment[™]

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: Accept Parchment User Agreement

To use the Docufide Sender application to request 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 'Submit'.

Step 9: Registration Confirmation

Once you submit the Parchment User Agreement your account will be created. You can begin to request transcripts by clicking 'Request Transcripts'.

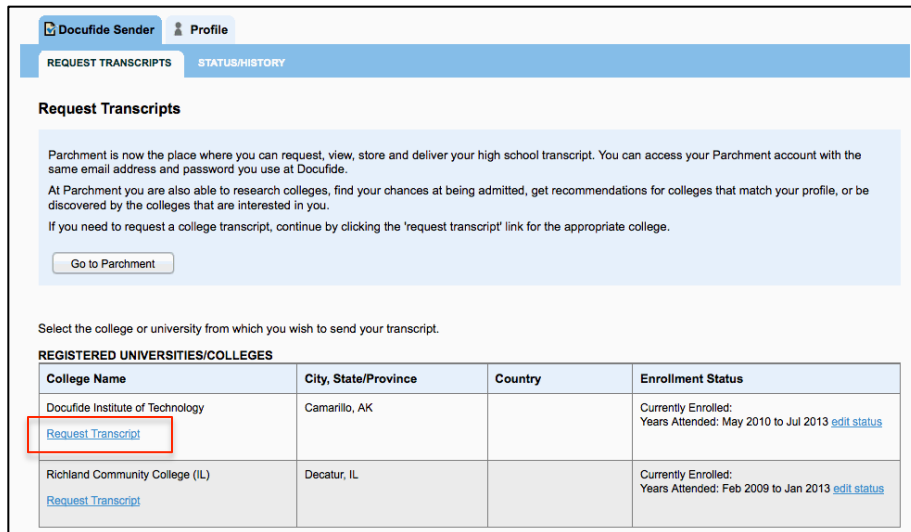
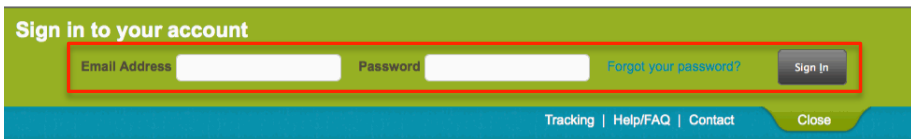
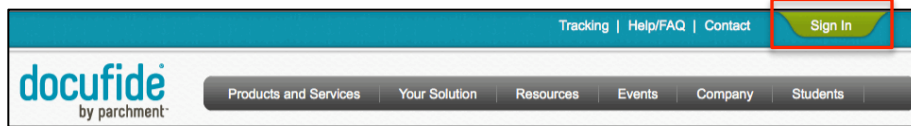
You will receive a confirmation email that includes a link to confirm that you are able to receive emails at the email address you provided when creating your account. Although you can begin requesting transcripts without confirming the email address, we recommend you complete this step to ensure that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

Note:

If you do not receive the confirmation email within 15 minutes, please check your junk or spam folder. Also, please be sure to add docufide.com to your safe list.

Request Transcripts

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



Step 1: Sign In to your Docufide Account

At docufide.com, click 'Sign In' 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 'Sign In'.

Step 3: Select College/University

On the Request Transcripts page, select 'Request Transcript' for the college or 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 or university may provide a personalized message. Please review the message for any important information your institution may provide.

Click 'Request Transcript'.

Step 5: Select Destinations

You can select your destinations using the following tabs:

- Academic Destinations – send an official transcript to one of the colleges, universities, and scholarship funds in our database.
- 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**

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, IN, US	Undergraduate Admissions	Electronic Delivery
<input type="checkbox"/>	University of Docufide	City, AL, US	Undergraduate Admissions	US Mail

 [cancel this destination](#)

Institution Name

Docufide Institute of Technology

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 Docufide maintains a database of preferred delivery methods for all colleges and 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, select the 'Myself' tab to request a copy of your transcript (see Step 5B).

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

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 - Delivery handling charge of \$2.00
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 selecting the 'edit email address' link, or have the transcript delivered to you in a sealed envelope to any physical address worldwide by selecting 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 specially 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 sent to APO/FPO addresses or Post Office Boxes cannot be delivered overnight.

Delivery Method: Paper - Delivery handling charge of \$2.00
Docufide will deliver the transcript on security paper to the address provided.

United States - (including U.S. territories and APO/FPO address)
Docufide will deliver the transcript on security paper to the address provided.

Canada or Mexico - Additional delivery handling charge of \$4.50
Docufide will deliver the transcript on security paper via U.S. mail to the address provided.

* Country:

* Address:

* City:

* State/Province:

* Postal Code:

Send via overnight delivery - Additional delivery handling charge of \$32.50
Docufide will send our transcript via overnight delivery to the address provided.

All Other Countries - Additional delivery handling charge of \$5.00
Docufide will deliver the transcript on security paper to the address provided.

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

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 - Delivery handling charge of \$2.00
Docufide will deliver the transcript on security paper to the address provided.

[cancel this destination](#)

International Addresses

To deliver a transcript to an international address, click 'Deliver to an address outside the U.S.'. Transcripts are delivered via U.S. Mail unless you request overnight or expedited delivery.

Select your desired delivery method and then select 'Save & Continue' or 'Save & Add Another' to continue.

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 or 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 transcript.

To send a transcript to a third party, do NOT provide your email address or physical address as the destination address. If you enter your information, 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 'Save & Continue' or 'Save & Add Another'.

Docufide Sender

REQUEST TRANSCRIPTS

Review Destinations

Review the destinations you have added for a destination, or "remove" a destination.

University of Docufide [edit](#)

Delivery Information

University of Docufide
123 Main St
City, AL, 12345

Delivery Method:
 U.S. Mail
 Send via Overnight Delivery
[edit delivery information](#)

Parchment Payment and Refund Policy

Parchment charges your debit or credit card for all transaction fees at the time you submit your request, and the fees are non-refundable. Your request is immediately delivered to your school for processing, but your school may choose not to fulfill your request, fulfill it themselves, or delay fulfillment. You will not receive any refund in these situations. If you have any concerns, please check with your school prior to submitting your request.

I acknowledge I have read and understand the Parchment Refund policy.

Application Tracking Number:
[Text Field]

Honors Y/N:
[Text Field]

Fee

Transcript Fee: \$8.00
Handling Fee: \$2.00

Total Due: \$10.00

[cancel all destinations](#)

Step 6: Acknowledge Parchment Payment and Refund Policy
When you have added all required destinations, you can review the information and make any necessary adjustments.

Each time you place a transcript request, you will be asked to acknowledge the Parchment Payment and Refund policy. To continue to review your destinations, read the policy, select the checkbox, and click '*Submit*'.

Note:
You will not be able to continue with your request until you acknowledge this policy.

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="checkbox"/> U.S. Mail <input type="checkbox"/> Send via Overnight Delivery edit delivery information	<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	Application Tracking Number: <input type="text"/> Honors: <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="checkbox"/> Electronic Delivery edit delivery information	<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	Application Tracking Number: <input type="text"/> Honors: <input type="text"/> upload attachment	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="checkbox"/> Electronic Download Open edit delivery information	<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	Application Tracking Number: <input type="text"/> Honors: <input type="text"/>	Transcript Fee: \$3.00

Total Due: \$11.00

Save & Continue

Add Additional Destinations

[cancel all destinations](#)

Step 7: 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 or expedited 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 'edit delivery information'. We do not recommend changing the delivery method for the colleges and universities in the Docufide database (located on the Academic Destinations page) unless you have been given instructions to send your transcript to a specific individual or address.
- Transcript Type (available only if you are currently attending the institution)
 - Current Transcript – the transcript will be delivered 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 your institution has estimated 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 'upload attachment'. 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.
 - Attachments can only be sent with transcripts that are being delivered electronically.

Click 'Save & Continue' to continue to checkout, or 'Add Additional Destinations' to add more destinations.

docufide
by parchment


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: *

 [Cancel](#)

Step 8: 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.

[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

Confirmation	Your credit or debit card has been billed \$36.00 Please print this page for your records. Docufide will send an email confirming that we have received your request.
Approval	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.
Delivery	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. 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.
Request Status	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 Contact Us form to submit questions.

Step 9: Confirmation

The confirmation page is the receipt for your transcript request. Please print a copy for your records.

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

- Confirmation email when your request is submitted.
- Approval email when your request is approved by your college or university.
- Hold email if your request is placed on hold by your college or university; the hold email will include a reason the request 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	Document Type: Current Transcript Requestor: Student Delivery Method: Electronic Delivery	Requested: 05/11/2011 Completed: Canceled
T4J2C1B	Southwest Tennessee Community College Office of Undergraduate Admissions PO Box 780 Memphis , TN 38101	Document Type: Current Transcript Requestor: Student Delivery Method: U.S. Mail	Requested: 01/10/2011 Completed: Canceled
T4J2CNE	Carson-Newman College 1646 Russell Avenue Jefferson City , TN 37760	Document Type: Current Transcript Requestor: Student Delivery Method: Electronic Delivery	Requested: 01/10/2011 Completed: Canceled
T4ML0VH	Grand Canyon University Office of Undergraduate Admissions 3300 W. Camelback Road Phoenix , AZ 85017	Document Type: Current Transcript Requestor: Student Delivery Method: Electronic Delivery	Requested: 04/29/2011 Completed: Canceled
T4MLDOI	Academy of Art University 79 New Montgomery Street San Francisco , CA 94105	Document Type: Current Transcript Requestor: Student Delivery Method: U.S. Mail	Requested: 04/29/2011 Completed: Canceled
TWRE42I	Appalachian State University Office of Undergraduate Admissions PO Box 32004 Boone , NC 28608	Document Type: Next Grading Period Requestor: Student Delivery Method: U.S. Mail	Requested: 07/22/2011 Completed: Pending Action by Sending School
TWRE4HK	North Carolina State University Office of Undergraduate Admissions 203 Peele Hall Campus Box 7103 Raleigh , NC 27695-7103	Document Type: Next Grading Period Requestor: Student Delivery Method: Electronic Delivery	Requested: 07/22/2011 Completed: Pending Action by Sending School
TE00JD	Docufide Institute of Technology Office of Student Affairs 12345 College Boulevard, Admissions, Box 41 Camarillo , AK 93010	Document Type: Current Transcript Requestor: Student Delivery Method: Electronic Delivery	Requested: 12/11/2011 Completed: 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 submenu.

The Document Request 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 the Docufide database of colleges and 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

<p>* First Name: <input type="text" value="Rosemarie"/></p> <p>* Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Diegnan"/></p> <p>Suffix: <input type="text" value="Suffix"/></p>	<p>* Gender: <input type="text" value="Female"/></p> <p>* Birth Date: <input type="text" value="Mar"/> <input type="text" value="02"/> <input type="text" value="1992"/></p> <p>SSN (last 4 digits): <input type="text"/></p>
--	---

Contact Information

<p>Country: <input type="text" value="United States"/></p> <p>* Address: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State/Province: <input type="text" value="Select a State/Province"/></p> <p>* Postal Code: <input type="text"/></p>	<p>* Phone Number: <input type="text"/></p>
--	---

Secret Questions

<p>* Secret Question 1: <input type="text" value="What is your favorite movie?"/></p> <p>* Secret Answer 1: <input type="text" value="enchanted april"/></p>	<p>* Secret Question 2: <input type="text" value="What is your favorite book?"/></p> <p>* Secret Answer 2: <input type="text" value="a lesson before dying"/></p>
--	---

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.

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 used to reset your password if you forget it.
- Selection for your Recommendation Waiver. Please note, your changes will apply only to 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 and universities, including sending a transcript to your own email address or physical address, until you sign a new authorization.
- Sign In information including the email address and password.

After making any necessary changes, click 'Save'.

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 Remove college	Student ID: <input type="text"/> SSN (last 4 digits): <input type="text"/> <small>You must provide your Student ID number or the last four digits of your Social Security number</small> Name when enrolled: First Name: <input type="text"/> Rosemarie Middle Name: <input type="text"/> Last Name: <input type="text"/> Diegnan	Enrollment status: <input checked="" type="radio"/> Currently Enrolled <input type="radio"/> Not Currently Enrolled	Academic center: <input type="text"/> Degree/Certificate Title: <input type="text"/> Degree year: <input type="text"/> Remove Add another degree	May 2010 to Jul 2013

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

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:
 State/Province:
 College/University Name:

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 Provide College Contact Information
Richland Community College (IL)	Decatur, IL	United States	Undergraduate	Add College
University of Wisconsin - Richland	Richland Center, WI	United States	Undergraduate	Not Accepting Registrations Provide College Contact Information

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 or university from your account, click 'Remove college' for the appropriate institution.

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

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 'Add College' to add the college or university to your 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: Rosemarie
 Middle Name: []
 * Last Name: Diegnan
 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: jiiij

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.

[Signature Area] 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 'Save & Continue'.

Step 3: Sign TAF

Sign the Transcript Authorization Form (TAF) to authorize Docufide to deliver your transcript to destinations 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 recipient outside the database of authorized colleges and universities. See the Manage Account section for more information about modifying your waiver options.

Click 'Save' to add your college.