Docufide Secure Transcript Ordering - Creating an Account:

1) Go to www.docufide.com
2) On the menu bar click on Sign In
3) Click on the link ‘create a Docufide account now’

4) Enter the High School Name and click Search. Next click the radio button next to the school’s name and click Continue.
5) Enter **Currently Enrolled** and your **Graduation Year**. Then click **Save & Continue**.
6) Enter your identifying information and click **Continue**.
7) Enter your **email address** and select a password.
8) Activate your account by responding to the confirmation email you will receive from Docufide. (check your ‘junk’ folder if you do not see the email).

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

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

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

**If you have any problems during the registration or ordering process please send an email to** **customerservice@docufide.com** including your name, school name, birth date and details of the issue you are having.
College Bound?

Now transcript requests are available online.

Want another trip to the office?
Didn’t think so.

If you’re applying to college, you’ve already got plenty of forms to fill out. So here’s how to avoid a few: Order your transcripts online.

Your school has joined forces with Docufide to bring you Secure Transcript™ - the safe, paperless way to send transcripts directly to the colleges you choose. It’s easy, it’s secure, and it’s available 24/7.

We’ll send out the official transcript checked and approved by your school, to the colleges and scholarship funds you choose. We’ll email you to confirm that they’ve gone out. And for the colleges that accept transcripts electronically, we’ll even confirm when they receive them.

Secure Transcript makes applying to college a little easier – for your school, for your colleges, and for you. Thanks for using it, and good luck with your applications!

Here’s how it works:

Sign up
Find the Secure Transcript link on your school’s website, tell us who you are, and choose a password. You’ll need an email address, so we can contact you.

Choose
Select the colleges you’re applying to (we’ve got the addresses) or enter your own destination.

Sign off
Confirm and approve your order – and you’re done.