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

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

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