Docufide™ **Electronic Transcripts**

Why use Docufide?

- It's simple to use, secure and available 24/7 from any internet connection.
- You don't have to make a special trip to the Registrar to make your requests.
- Transcripts can be delivered to any college or university nationwide, or any other destination globally
- Once you create your account you can use Docufide to make your requests as often as you need to. You are asked to fax or email your signature in one time to be compliant with FERPA.
- You can track your requests online in real time 24/7; see when we receive it, send it, and get delivery confirmations where available.
- Your transcripts won't get lost in the mail.

How do I get started?

Create your Docufide Account:

1. Go to www.imperial.edu/docufide
2. On the menu bar click on **Sign In**
3. Click on the link 'Create a Docufide Account Now'
4. Click on the Colleges & Universities tab. Enter **Imperial Valley College** and click **Search**. Next click the radio button next to the school's name and click **Continue.**
5. Enter **Currently Enrolled** or **Alumni** and your **Graduation Year**. Then click **Save & Continue**.
6. Enter your identifying information and click **Continue**. Note: Please enter the name you used when you attended the college.
7. Enter your **email address** and select a password.
8. Activate your account by responding to the confirmation email you will receive from Docufide. Please check your junk folder if you do not see the email.
9. Now you are set up and ready to make requests.

Making a transcript request:

1. Go to www.imperial.edu/docufide
2. On the menu bar click on **Sign In** and enter your email address and password. Click Sign In.
3. Under your registered colleges, select 'request transcript'.
4. A message from Imperial Valley College will appear. Select Request Transcript.
5. If requesting a transcript for a college or university:
    1. The first tab displayed is the Academic Tab. **All colleges and universities in the U.S. and some abroad are here under this tab.** Many scholarships funds are listed here as well. You will need to search for the one you need. Enter as little

       information as possible to locate the college. (i.e: enter the first few letters of the college name, or search by state to return a full listing by that state.)

    2. Locate your college and select it by placing a check mark to left of the name.
    3. You may save and select another college, or save and continue.

6. If requesting a transcript to send to yourself:
    1. Select the Myself Tab
    2. Select your delivery preference
    3. You may save and another destination, or save and continue

7. If requesting a transcript for an employer or other third party destination:
    1. Select the Other Tab
    2. Select the category (employer, etc.)
    3. Enter the destination name
    4. Select delivery method and provide delivery information as required
    5. You may save and add another destination, or save and continue

8. Once your destinations have been selected complete your requests by entering your payment information and accepting the user agreement.

9. You may track the status of your requests anytime by checking the Status/History Tab.

10. **<u>NOTE:</u> If you need to have your IGETC or CSUGE pattern sent to a college please email or call the IVC Admissions & Records Office so they may include this with your transcript order. Email: <u>gloria.carmona@imperial.edu</u> or by phone at (760) 355-6101.**

**If you have any problems during the registration or ordering process please use the Contact Us Form on the Docufide website to reach their customer service department so they may assist you. Please keep the user name and password you create as you'll need it each time you want access to your Docufide account.