

## Student Registration with Docufide

**Step 1:** Go to Secure Transcript Link and click on 'Register with Docufide'. Type in the name and state of the high school you attend and click 'Search'.

The screenshot shows the Docufide registration page in a Windows Internet Explorer browser. The page title is "Docufide Secure Transcript - Order". The URL is "https://securetranscript.docufide.com/order?screen=scr\_order\_chooserh". The page content includes the Docufide logo and the text "Education's Trusted Intermediary". Below the logo, there is a navigation menu with "Home" and "Locate School". The main heading is "Search For Additional Schools". The text below the heading says: "You have saved the following schools to your registration: • Stevenson High School, Sterling Heights, MI. To locate additional schools, enter your school's name (high school or college/university) or city and state, and click 'Search'. If you do not want to add additional schools, [continue to create your account](#)." There are two tabs: "High Schools" (selected) and "Colleges & Universities". The search form has four input fields: "Name", "City", "State/Province" (a dropdown menu with "Select a State/Province" selected), and "Country" (a dropdown menu with "United States" selected). A "Search" button is located to the right of the form. Below the form, it says "Select your school from the list below." and there is a "Continue" button.

**Step 2:** When your high school appears below, put a check mark in the box next to your school and click 'Continue'

The screenshot shows the Docufide registration page in a Windows Internet Explorer browser. The page title is "Docufide Secure Transcript - Order". The URL is "https://securetranscript.docufide.com/order". The page content includes the text "Welcome to Secure Transcript from Docufide" and "Please identify your school so we can retrieve your records." Below this, it says: "Begin by entering your school's name (high school or college/university) or city and state, and click 'Search.' ([I am a returning student with an existing account](#))". There are two tabs: "High Schools" (selected) and "Colleges & Universities". The search form has four input fields: "Name" (containing "stevenson high school"), "City", "State/Province" (a dropdown menu with "Michigan" selected), and "Country" (a dropdown menu with "United States" selected). A "Search" button is located to the right of the form. Below the form, it says "Select your school from the list below." and there is a "Continue" button. Below the "Continue" button, there is a section titled "MATCHING ORGANIZATIONS" with a table of search results. The table has four columns: "Name", "City", "State/Province", and "Country". There are two rows of results, each with a radio button in the "Name" column.

Name	City	State/Province	Country
<input type="radio"/> Stevenson High School	Livonia	Michigan	United States
<input type="radio"/> Stevenson High School	Sterling Heights	Michigan	United States

Below the table, there is a link "[Can't find your school?](#)" and a "Continue" button.

**Step 3:** Confirm your high school enrollment status and the expected year you will graduate. If you do not know your Student ID, enter the last four digits of your SSN. Click 'Save and Continue' if you are only sending a transcript from one school or 'Save and Add Another' if you are or have attended two schools.

Docufide™  
Education's Trusted Intermediary

Home > Locate School > Confirm School

### Confirm Your High School

High School Selected: Stevenson High School, Sterling Heights, MI

Enrollment Status:  Currently Enrolled  Not Currently Enrolled

Year last attended or expect to graduate:

Student ID:  or SSN (last 4 digits):

If you would like to send transcripts from more than one school, click "Save & Add Another" below.

**Step 4:** If you are 18 or older continue filling in the requested information. If you are a minor, your parent or guardian should assist you in registering. Click on 'Register here on behalf of your minor child'

Students and alumni, create your Secure Transcript account. Parents and guardians, [register here on behalf of your minor child](#).

Step 1: We need the following information to create your account and process your transcript requests.

Fields marked with "\*" are required.

\* First Name:

Middle Name:

\* Last Name:

\* Date of Birth:  Mon  Day  Year

Generation:

\* Gender:

Phone:

Country:  United States

Address:

City:

State/Province:  Select a State/Province

Postal Code:

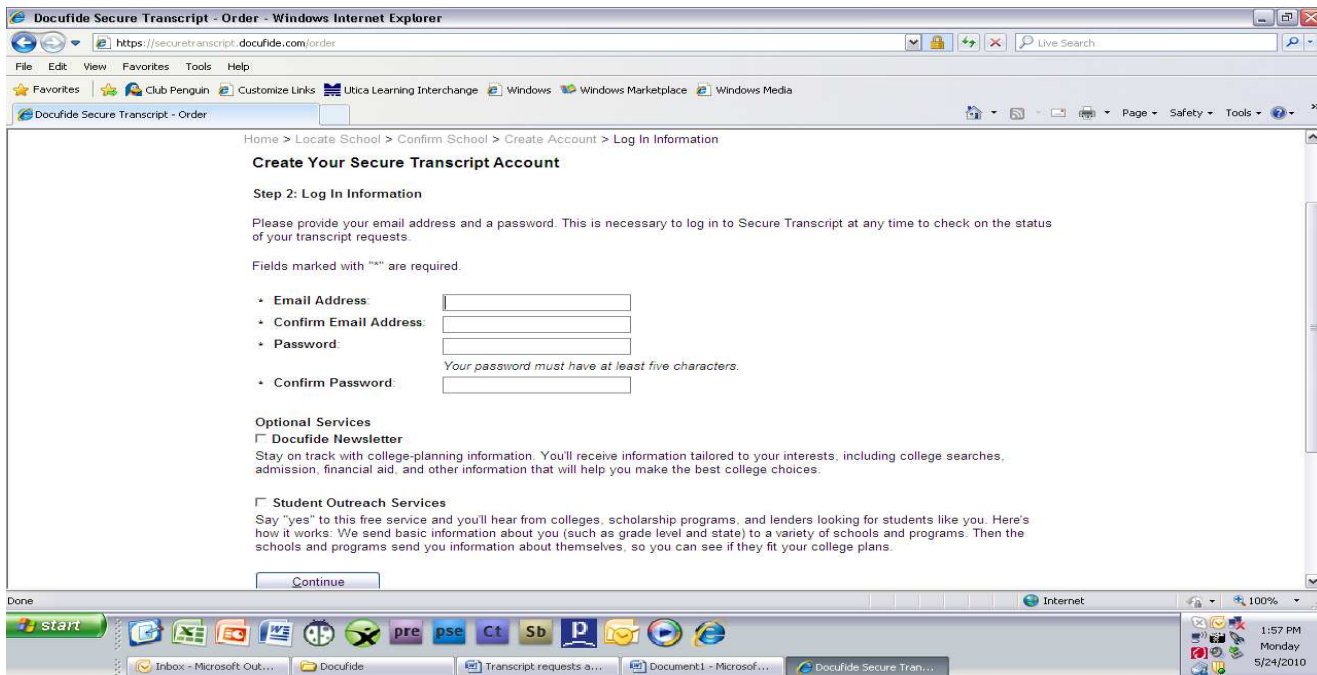
The following fields may be required to locate your transcript

SSN (last 4 digits):

Your social security number (if provided) will be shared with destinations you select, because they may require it to process your transcript.

Student ID:

**Step 5:** When information is complete, you will be asked to provide your email address and password. This will be used to log in to Docufide to request transcript. Keep record of your password as you will need this for future account access.



**Step 6:** Confirm your registration with Docufide by clicking the link received in your email confirmation. When this is complete, you are ready to begin requesting transcripts online. Docufide will send out official transcripts, checked and approved by your school. You will also receive confirmation that the transcript has been sent and received.

