Ordering Your Capella Transcript

1. Register with Docufide by Parchment

- If this is your first time requesting a Capella transcript, you will need to register with Docufide by Parchment
  - If you already have a Docufide by Parchment account, please sign in and proceed to section 8 for instructions on how to place your transcript order.
- To access Docufide's website and complete your registration, go to:
  - www.capella.edu → Contact Us → Request an Official Transcript
- You will see a welcome message from Capella University
- Under **Sign Up**, click **Register with Docufide** option to set up your Docufide by Parchment Account

![Welcome to Docufide](image)

2. Create a Docufide by Parchment Account

- On **Create a Docufide by Parchment Account** page, enter the information required to complete your registration
  - **Personal Information**
    - First and Last Name, Gender and Date of Birth
  - **Contact Information**
    - Country, Address, City, State/Province, Postal Code and a Phone Number
  - **Sign in Information** (You will use this information to log into your Docufide by Parchment Account)
    - Email Address and a Password
- Once completed, click on the **Save & Continue** button
3. Capella University Enrollment Information

- On Identify College/University Attended page, enter required Capella University enrollment information so that Docufide by Parchment can match you to your academic records.
- Once completed, click on the **Save & Continue** button

<table>
<thead>
<tr>
<th>Identify College/University Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide your enrollment information to match you to your academic records.</td>
</tr>
<tr>
<td>* Required Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Name: Capella University</td>
</tr>
<tr>
<td>Enrollment Status: <strong>Currently Enrolled</strong></td>
</tr>
<tr>
<td>* Years Attended:</td>
</tr>
<tr>
<td>SSN (last 4 digits):</td>
</tr>
<tr>
<td>Student ID:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Information</th>
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</thead>
<tbody>
<tr>
<td>Enter degrees and certificates you were awarded.</td>
</tr>
<tr>
<td>Degree Information</td>
</tr>
<tr>
<td>Academic Center:</td>
</tr>
<tr>
<td>Degree/Certificate Title:</td>
</tr>
<tr>
<td>Degree Year:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name When Enrolled</th>
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</thead>
<tbody>
<tr>
<td>Enter your full name as it appears in your academic records for Capella University. Be sure to provide your official name, not a nickname.</td>
</tr>
<tr>
<td>* First Name:</td>
</tr>
<tr>
<td>Middle Name:</td>
</tr>
<tr>
<td>* Last Name:</td>
</tr>
<tr>
<td>Suffix:</td>
</tr>
</tbody>
</table>

**Save & Continue**  
**cancel registration**

4. **Complete Student Waiver**

- In the following step, you will be asked to sign the **Student Waiver** form. Some colleges and universities may prepare a Letter of Recommendation to be sent along with the official transcript. On this page, you will have the opportunity to make a decision about waiving your right of access to these recommendations. Waiving this right allows for the forms to be shared in confidence. Please note that at this time, Capella does not send Letters of Recommendation along with official transcripts.

5. **Sign the Transcript Authorization Form (TAF)**
• Federal regulations require that Docufide receives your signature before they can process your transcript request
• Sign the TAF using your mouse, touchpad or a stylus, so that Docufide can process your transcript requests from Capella University

6. Accept Parchment User Agreement
• Please read, print and electronically sign the Parchment User Agreement:

7. Confirm Registration
You will receive a Docufide by Parchment confirmation email at the email address you provided during registration. Follow the instructions in the email to verify your email address (If you don’t receive Docufide’s confirmation email within a few minutes, please check your Spam and Junk folders).

- If you do not receive a Docufide by Parchment confirmation email thirty minutes after completing your registration, please contact Docufide by Parchment directly by filling out the Contact Us form found in the upper left corner of Docufide’s home page. Please note that not receiving a confirmation email will not prevent you from completing your registration and placing a transcript request.

- Click on the Request Transcripts button

8. Request your Capella Transcript

Once you click on the Request Transcripts button, the Request Transcripts page will open

- Click on the Request Transcript hyperlink on the Request Transcript page

![Request Transcripts](image)

Select the college or university from which you wish to send your transcript.

<table>
<thead>
<tr>
<th>College Name</th>
<th>City, State/Province</th>
<th>Country</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capella University</td>
<td>Minneapolis, MN</td>
<td></td>
<td>Not Currently Enrolled; Years Attended: Feb 1995 to Jun 2005</td>
</tr>
</tbody>
</table>

- Once you click on the Request Transcript button on the Request Transcript page, a Welcome to Docufide Sender page will open containing a welcome message from Capella University

- Click Request Transcript button on Welcome to Docufide Sender page

![Welcome to Docufide Sender](image)

A message from Capella University:

Dear Capella University learner or alumni,
Welcome to Secure Transcript. Here, you can have a copy of your official Capella transcript sent to yourself or to a third party via electronic or paper delivery

- Select the recipient of your Capella Transcript
You may choose from:

- **Academic Destinations** (These are pre-populated addresses for colleges and universities. If you are requesting your transcript for employment purposes, please select **Other Destinations** option.)
- **Myself**
- **Other Destinations** (Select this option if you have a specific address and/or individual you wish to send your transcript to)

**Please note**

- Capella University should not be chosen as the recipient of your Capella Transcript, as we already have access to the information on the transcript.
- If you select a recipient from **Academic Destinations** option, the delivery method will be pre-selected. Pre-selected delivery method may vary depending on the institution and their receiving preferences (mail vs. email).
- Once you have selected the recipients of your official Capella transcript, you may select your preferred delivery method and provide the required delivery information.
- Transcript fees will vary depending on the delivery method selected, as well as other charges that may apply.

**Before you proceed with your order, please contact Capella University at 1.888.227.3552 to make sure that your account is cleared of any holds that may be preventing the release of your transcript**

- Review selected destinations and make any necessary changes.
- Click on **Save & Continue** button or **Add Additional Destinations** to your order.

9. **Complete your Order**

- Fill out your **Payment Information**
- Once you have entered your payment information, click **Submit** only once to complete your order.

Docufide will send an email confirmation once your transcript request has been processed by Capella University.
• Capella transcripts are processed twice a day, Monday - Friday
• You can return to Docufide by Parchment at any time after your order is submitted and check on the status of your order by logging into your Docufide by Parchment Account and clicking on the Status/History tab
  o www.capella.edu ➔ Contact Us ➔ Request an Official Transcript
• Now that you have a Docufide by Parchment account, you can log in at any time to place a new transcript request, view your order history or track and make any changes to your existing order.

Capella University would like to thank you for reviewing the Docufide by Parchment – Ordering your Capella transcript tutorial. We hope that you found this information helpful. If you experience any issues during your Docufide registration or transcript ordering, please contact us at 1.888.CAPELLA (1.888.227.3552) and we will be happy to assist you. You may also contact Docufide directly by clicking on the Support button on Docufide’s home page.