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

CAPELLA UNIVERSITY

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.

Sign In
Sign in by entering your email address and password.

Email Address:
Password:
Forgot your password?

Sign In

Sign Up
First time requesting transcripts through Docufide Sender?

Register with Docufide and begin placing transcript requests.
Learn more about Docufide Sender.

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

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Create a Docufide by Parchment Account

Create your Docufide by Parchment account that will allow you to place transcript requests for any destination worldwide.

Required Information

Personal Information

* First Name:	* Gender: Gender ▼
Middle Name:	* Date of Birth: Month ▼ Day ▼ Year ▼
* Last Name:	SSN (last 4 digits):
Suffix: Suffix ▼	

Contact Information

* Country: United States ▼	* Phone Number:
* Address:	
* City:	
* State/Province: Select a State/Province ▼	
* Postal Code:	

Sign In Information

* Email Address: *Must be a valid email address.*	* Password: *Password must be at least 6 characters and contain 1 alpha and 1 numeric character.*
* Confirm Email Address:	* Confirm Password:

Secret questions

* Secret Question 1: Select a Secret Question ▼	* Secret Question 2: Select a Secret Question ▼
* Secret Answer 1:	* Secret Answer 2:

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

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- Once completed, click on the **Save & Continue** button

Identify College/University Attended

Provide your enrollment information to match you to your academic records.

Required Information

Enrollment Information
- College Name: Capella University
- Enrollment Status: ○ Currently Enrolled ⦿ Not Currently Enrolled
- *Years Attended: [▾] [▾] to [▾] [▾]
- SSN (last 4 digits): [_____]
- Student ID: [_____]

Degree Information
Enter degrees and certificates you were awarded.

Degree Information

Academic Center	Degree/Certificate Title	Degree Year
[_____]	[_____]	Year [▾]

Add Another Degree

Name When Enrolled
Enter your full name as it appears in your academic records for Capella University. Be sure to provide your official name, not a nickname.
- * First Name: [_____]
- Middle Name: [_____]
- * Last Name: [_____]
- Suffix: [Suffix ▾]

[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.

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Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

Complete Student Waiver

In addition to transcripts, your college or university may send a Letter of Recommendation. The college officials preparing the documents and the recipients receiving them need to know whether you have waived your right to review these documents (should you be accepted and attend a college that received it). Waiving this right allows the forms to be shared in confidence.

Please review the following statement and indicate whether you wish to waive this right.

Under the 1974 Family Educational Rights and Privacy Act, an applicant who is admitted and enrolls has the right to review his/her educational files including recommendations. To obtain confidential recommendations for the purposes of admission and academic counseling only, it is possible to waive one's right of access. If you wish to voluntarily waive your right of access to recommendations, select the choice below, constituting your electronic signature.

Recommendation Waiver
I recognize the confidential nature of recommendations and
- ○ waive my right to access.
- ⦿ do not waive my right to access.

[Continue]   cancel registration

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

Sign Transcript Authorization Form

Federal regulations require that we receive your signature before we can process your transcript requests for destinations that are not included in our database of authorized destinations. Please sign the form using your mouse, touchpad, or a stylus so we can process all of your transcript requests from the colleges or universities listed.

You may have previously provided a signed TAF form by fax or email. This form only requires you to electronically sign the box below and will replace any prior form. Parchment will keep it on file and you will not be required to sign it again to place additional requests. You will be able to withdraw your authorization at any time by signing into your account and accessing your Profile.

Student name:
Date of Birth:
Gender: Female

College Information

| College Name: Capella University | Years Attended: 2009 - 2010 | Student ID: |

I authorize Parchment Inc. as the authorized representative for Capella University to release my complete academic transcript to destinations I select through my Docufide by Parchment account.

Clear Signature

☑ I certify under penalty of law that I am the individual identified above.
* **Name:**

Continue

6. Accept Parchment User Agreement

- Please read, print and electronically sign the Parchment User Agreement:

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Locate College/University > Create Account > Enter Enrollment Information > Complete Waiver > Sign TAF > Accept Agreement > Confirmation

Accept Parchment User Agreement

Please read, print, and electronically sign the Parchment User Agreement. By signing this agreement you authorize Parchment to release your transcripts to destinations selected through your Docufide by Parchment account.

Print Agreement

Parchment Inc. ("Parchment") is pleased to offer you the use of Docufide by Parchment (the "Service") to deliver your academic transcripts to the colleges, universities, and other destinations of your choice on the following terms and conditions. By selecting the "Accept Agreement" button below, you agree to the following terms and conditions. If you do not complete the online information below or if you do not agree with these terms and conditions, you may not use the Service. The Service operates in compliance with the Family Educational Rights & Privacy Act ("FERPA") (20 U.S.C. Section 1232(g)). If you are under the age of eighteen (18) years, your parent must agree to and submit the registration form for the Service.

Your use of this Service is also subject to the terms and conditions contained in the Terms of Use, which govern the use of this Web site, and which Parchment may modify from time to time. It is important that you understand and are comfortable with the level of the privacy accorded your transcripts and other personal information you provide. Please review our Privacy Policy, which Parchment may update from time to time, which explains what measures we take to protect your personal information and what information may be used.

⊙ Accept Agreement   ○ Decline Agreement

* **First Name:**
* **Last Name:**
* **Phone:**   Ext:
* **Email Address:**

Submit   cancel registration

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

- 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

- Select the recipient of your Capella Transcript

- o 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
    - **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.