

# Why use Parchment Exchange?

- 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 Parchment Exchange 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 Parchment Exchange Account:**

- 1. Go to www.imperial.edu/docufide
- 2. To create your account click on "create your Parchment Exchange account now."
- 3. Select California for *State/Province* and enter Imperial Valley College in the *College/University Name* field.
- 4. Click *Undergraduate in* the *Student Type* field and click *Search*. Imperial Valley College should then appear at the bottom with a link for *Begin Registration*.
- 5. Click "Begin Registration."
- **6.** On the Create a Parchment Exchange Account page enter your information in the required fields when completed click *Save & Continue*.
- 7. Enter your enrollment information to match your academic records. Click on *Currently Enrolled* or *Not Currently Enrolled*. Enter the year's attended and last 4 digits of your Social Security number <u>or</u> your Student ID number. Enter degrees and certificates you were awarded if appropriate. Also enter your full name as it appears on your academic records and click *Save & Continue*.
- 8. Complete Student Waiver. Review the waiver statement and select one of the options then click *Save & Continue*.
- 9. Review the information and sign the Transcript Authorization Form using your mouse. Also type in your name under the signature field and click *Save & Continue*.
- 10. Accept Parchment User Agreement and enter identifying information and click submit.
- 11. Activate your account by responding to the confirmation email you will receive from Parchment Exchange. Please check your junk folder if you do not see the email.
- 12. Now you are set up and ready to make requests.

### Making a transcript request:

1. Log in to your Student Portal if you are a current or recent IVC student. Click on the *Parchment* link on the red tool bar.

- 2. If you are an alumni and not able to log in to the Student Portal click on the following link: www.imperial.edu/docufide.
- 3. Enter your email address and password. Click Sign In.
- 4. Click on Request Transcript under the college name.
- 5. Please note that there are three tabs to select from in requesting your transcript. **Academic Destinations**, **Myself** and **Other Destinations**. If requesting a transcript for a college or university select **Academic Destination**:
  - 1. 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.) and click *Search*.
  - 2. Locate your college and select it by placing a check mark to left of the name. Some colleges will give you the choice of sending your transcript via US Mail or Electronic Delivery.
  - 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, other third party or if you need your transcript to be sent to a specific department at a college/university:
  - 1. Select the **Other Destination** 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.

# PLEASE NOTE: If you want to request overnight service please contact Admissions & Records to verify they can accommodate your request (760) 355-6101.

\*\*If you have any problems during the registration or ordering process please use the Contact Us Form on the Parchment Exchange 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 Parchment Exchange account.