



High School and IHE Registration Overview



Participating in the Michigan e-Transcript Initiative will help ensure that public high schools and institutions of higher education (IHEs) may retain their federal stimulus dollars under the American Recovery and Reinvestment Act of 2009. Private high schools and independent IHEs are strongly encouraged to participate. If you need assistance during the registration and/or installation process, please contact Docufide at <http://www.docufide.com/contact-us>.

Registration

To register to become a **high school sender** of electronic transcripts:

1. Go to www.michigan.gov/cepi and click on the "e-Transcripts" menu at the left.
2. Click on the "High School Registration" link within the Registration box.
3. Click on the District registration link for the Michigan e-Transcript Initiative and search for your district name.
4. Provide primary e-Transcript contacts and other information.
5. Review and accept the Service Agreement.

To register to become an **IHE receiver** of electronic transcripts:

1. Go to <https://securetranscript.docufide.com/co>
2. Locate your institution and provide information for primary and backup contacts.
3. Choose the PDF format. Once registration is complete and validated by Docufide, you can go into your account Preferences and change your format and delivery methods to PESC XML, TS130 EDI or SFTP/WSDL auto delivery.
4. Begin receiving transcripts electronically.

To register to become an **IHE sender** of electronic transcripts:

1. Go to <http://www.docufide.com/contact-us> and click on the Docufide Sender Support tab.
2. Provide the necessary contact information and select "Account Setup" as the subject.
3. Docufide will contact you to complete the registration process.

Process

Below are the steps needed to become "live" with the Docufide Secure Transcript™ sending service upon completion of the registration:

1. Install the Docufide software on the computer(s) which processes the transcripts.
2. High schools only: Include the student Unique Identification Code (UIC), building code and district code (labeled as UIC, BCODE and DCODE, respectively) onto the transcript output.
3. Send Docufide test transcripts using the Docufide software.
4. Have staff members who will process transcripts attend an online training.
5. Place the Docufide provided e-Transcript link onto your Web site.

Docufide Online Training

To schedule any of the below training sessions, please contact Docufide at <http://www.docufide.com/contact-us>.

Webinar	Purpose
Implementation Support Call	<p>Informs school staff such as administrators, business officers, curriculum directors, secretaries, guidance counselors and registrars how to implement e-Transcripts at the school and transition from paper-based to electronic transcripts. This webinar also discusses next steps and what to expect, which is a great opportunity to get your questions and/or concerns addressed prior to installing the software. This webinar runs for approximately 30 minutes and staff members are strongly encouraged to attend.</p>
Standard Secure Transcript Training	<ul style="list-style-type: none"> • Docufide Sign-in • Approve Transcript Requests and "Print" to the Docufide Printer • View Reports • Manage School Profile, Sender Preferences and Administrators • Help/Frequently Asked Questions, Online Training Library and Contacting Docufide • Welcome Kit <p>This webinar is for staff members who will process transcripts. It runs for approximately 60 minutes and is required before your school can go "live" with the Docufide service. Sessions are offered multiple times per week and each staff member can choose the date/time that works best for him or her.</p>
Advanced Secure Transcript Training	<ul style="list-style-type: none"> • Student Details Screen • Docufide Web Upload • Sending Admissions Documents (e.g., letters of recommendation) • Advanced Reporting • Common Application Integration • Student Registration and Requests • Electronic Secondary School Reports (eSSR) • Fee Waivers <p>The Advanced Secure Transcript Training discusses topics beyond those covered in the Standard Secure Transcript Training. This webinar runs for approximately 90 minutes and staff members are strongly encouraged to attend.</p>
Student Roster and Automated Workflow Training	<ul style="list-style-type: none"> • Student Roster Upload is the ability for school staff to provide Docufide a student roster, which enables the creation of student accounts and registration codes (PINs). PINs are used by students to easily register and pre-populate many information fields for the students. • Automated Workflow provides the capability to upload transcripts to Docufide's secured library for your school. Docufide will match the student roster records with the appropriate transcript for processing to the requested destination(s). The result is a streamlined and expedited system for processing transcript requests for school staff and students. <p>This webinar runs for approximately 45 minutes and staff members are strongly encouraged to attend if wanting to learn more about these features.</p>

Reading the Status Report

The high school status report contains the progress of all 9th-12th grade entities for every district and every building for the Michigan e-Transcript Initiative and is divided into nineteen columns:

Column	Column Definitions
PKID	The official entity identification code assigned by Docufide.
ISD Code	The official two-digit Intermediate School District (ISD) code as it appears in the Educational Entity Master (EEM).
ISD Name	The official ISD name as it appears in the EEM.
District Code	The official five-digit district code as it appears in the EEM.
District Official Name	The alphabetical listing of the official district name as it appears in the EEM.
Building Code	The official five-digit entity code as it appears in the EEM.
Entity Official Name	The listing of the official entity name as it appears in the EEM.
Entity Type Name	The official type of entity (public or private) as it appears in the EEM.
Main Street	The listing of the official physical address as it appears in the EEM.
Main City	The listing of the official city as it appears in the EEM.
District Registered	This indicates if the district level registration with Docufide to become a sender of electronic transcripts is complete.
Building Registered	This indicates if the building level registration with Docufide to become a sender of electronic transcripts is complete.
Contract Received	This indicates if the signing of the contract with Docufide to become a sender of electronic transcripts is complete.
Status	This is the entity's current e-Transcript status, divided into seven categories: Installing, Non-compliant, Non-compliant (installing), Unresponsive, Pending Live, Live and Exempt.
Able to Upload to Repository	This indicates if the entity is able to upload transcript data to the State's data repository.
Transcripts Sent	The total number of electronic transcripts sent by the entity using the Docufide Secure Transcript™ service.
SIS	The student information system (SIS) the entity uses.
Phase	During registration, a high school staff member selected one of four timeline phases to complete this work: <ul style="list-style-type: none"> • <u>1</u> = December 1, 2009 – February 28, 2010 • <u>2</u> = March 1, 2010 – May 31, 2010 • <u>3</u> = June 1, 2010 – August 31, 2010 • <u>4</u> = September 1, 2010 – November 30, 2010
Status Definition	This is the definition of the school's current e-Transcript status. <ul style="list-style-type: none"> • <u>Installing</u> = The school received the installation instructions, is currently installing the software and sending test transcripts. • <u>Non-compliant</u> = The school has not completed the registration. • <u>Non-compliant (installing)</u> = The school has not become "live" with the service in the selected phase. • <u>Unresponsive</u> = Docufide has received no response as of late. • <u>Pending Live</u> = The school has completed all steps and is waiting for the completion of the parse template. • <u>Live</u> = The school is able to send electronic transcripts. • <u>Exempt</u> = Docufide has been notified by the school that it does not have transcripts.

The IHE status report contains the progress of all IHE entities in the state for the Michigan e-Transcript Initiative and is divided into six columns:

Column	Column Definitions
Entity Code	The official five-digit entity code as it appears in the Educational Entity Master (EEM).
Entity Official Name	This is the alphabetical listing of the official entity name as it appears in the EEM. Four-year universities appear first, followed by community colleges and then independent institutions.
STARR Contract Signed	The Student Transcript and Academic Record Repository (STARR) is the means for collecting student-level postsecondary data to make a pre-kindergarten through postsecondary (P-20) education data connection. Institutions signing the STARR contract are able to send data to the STARR.
Docufide Electronic Transcript Receiver	The institution is ready to receive Docufide electronic transcripts.
eSSR	The IHE converted its paper-based secondary school report into an electronic secondary school report (eSSR). This report can be completed through Docufide's Secure Transcript system by high school counselors.
Docufide Electronic Transcript Sender	The institution has registered to become a sender of electronic transcripts via the Docufide Secure Transcript system.