



E-Transcript Staff Training Webinars



Docufide by Parchment offers the below online training session to school staff members. Staff members are not limited to the number of times the session can be attended.

Training	When	Topics
Docufide Sender Training	Tuesdays & Thursdays 2:00 p.m. Eastern Standard Time	<p>Student Side: Student Registration Placing Transcript Requests Tracking Requests Functions and Features for Students</p> <p>Administration Side: Processing Transcript Requests Web Upload Basic Reporting Setting up Administrators & Updating Information</p>

To access the webinar, please click the link below and enter as a guest:

<http://parchment.adobeconnect.com/adoptionwebinar2/>

For audio, please call into the conference line:

1-866-906-9888 access code 83037286

Additional training for specific topics are also available and can be set up as a one-on-one training or for a group of staff members within the building, district or intermediate school district. Below are examples of topics which can be covered:

- Advanced Reporting
- Student Registration and Requests
- Sending Admissions Documents (e.g., letters of recommendation)

To schedule this training, please visit the Docufide by Parchment Customer Support page at <http://www.docufide.com/general/contactUs/> to request more information.