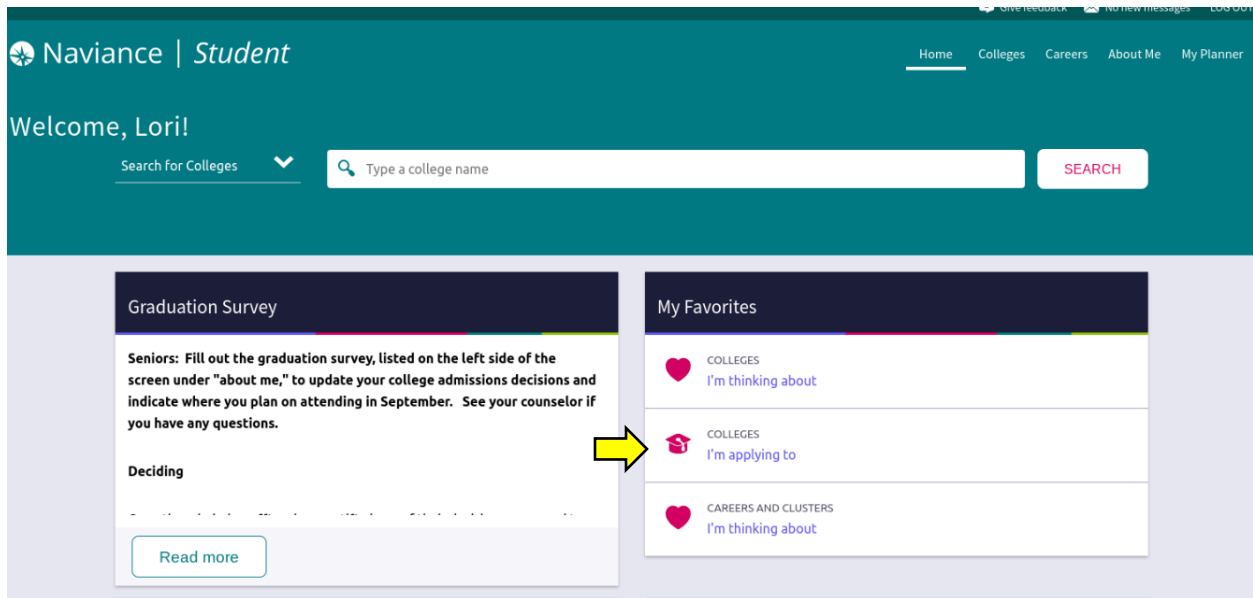


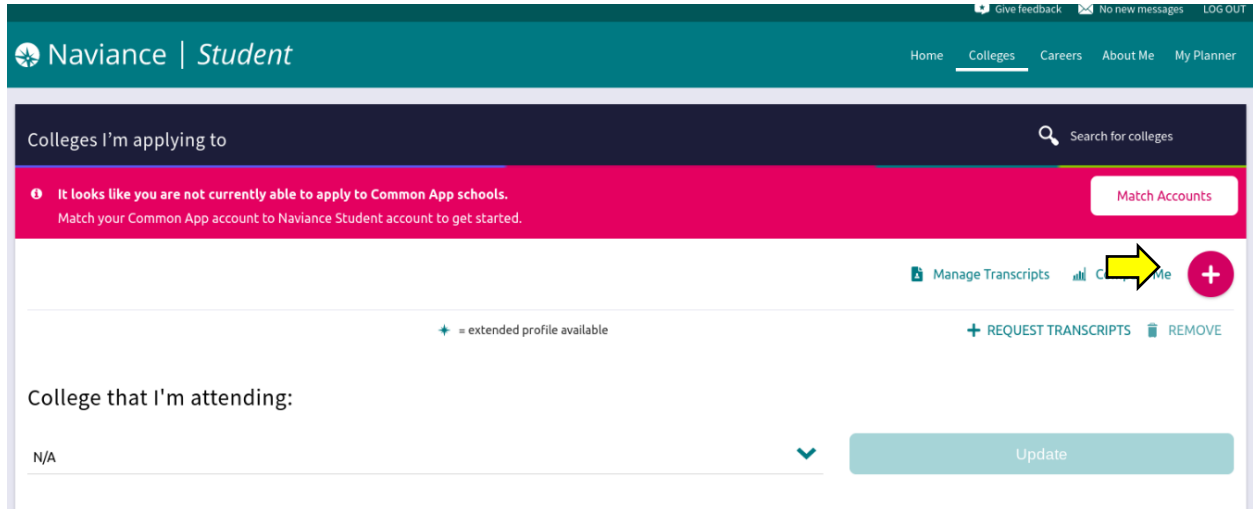
## How to Request your Transcript Through Naviance

**Step 1:** Sign on to your Naviance account and click on “Colleges I’m Applying To”



The screenshot shows the Naviance Student dashboard. At the top, there is a teal header with the Naviance logo and the word "Student". Navigation links for Home, Colleges, Careers, About Me, and My Planner are visible. Below the header, a welcome message "Welcome, Lori!" is displayed. A search bar for colleges is present. The main content area is divided into two columns. The left column is titled "Graduation Survey" and contains text for seniors and a "Deciding" section. The right column is titled "My Favorites" and lists three items: "COLLEGES I'm thinking about", "COLLEGES I'm applying to", and "CAREERS AND CLUSTERS I'm thinking about". A yellow arrow points to the "COLLEGES I'm applying to" item.

**Step 2:** Click on the pink plus sign on the right-hand side of the page



The screenshot shows the "Colleges I'm applying to" page in Naviance. The page has a dark teal header with the Naviance logo and "Student". Navigation links for Home, Colleges, Careers, About Me, and My Planner are visible. Below the header, there is a search bar for colleges. A pink banner at the top of the main content area contains a message: "It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started." with a "Match Accounts" button. Below the banner, there are several icons: "Manage Transcripts", "Colleges I'm applying to", and a pink plus sign icon. A yellow arrow points to the pink plus sign icon. Below the icons, there is a section for "College that I'm attending:" with a dropdown menu showing "N/A" and an "Update" button. A legend indicates that a plus sign icon means "extended profile available".

**Step 3:** Under “Which college are you applying to” search a college or university.

Naviance | Student

Home Colleges Careers About Me My Planner

Cancel Add New College Application

STEP 1 Add Application

STEP 2 Request Transcript

Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

**Step 4:** After searching a college name, select the application type (regular decisions, rolling, early decision, priority...) Next, answer the section “I’ll submit my application.” Under this section, select Common Application or if you are applying to a college from the college or universities website or from Coalition please selection “Direct to the Institution.” Then click “Add Application”

Naviance | Student

Home Colleges Careers About Me My Planner

Cancel Add New College Application

STEP 1 Add Application

STEP 2 Request Transcript

Which college are you applying to?

Syracuse University

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

Via Common App

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

**Step 5:** At this point you will automatically be brought back to the section “Colleges I’m Applying to.” Click on the box to the left of the college or university that you would like the guidance office to send your transcript to. After checking off this box, please click “Request Transcript.”

Colleges I'm applying to Search for colleges

✓ Your Common App account has been matched.  
Your FERPA status is waived. You're ready to apply to colleges using Common App.

1 selected + = extended profile available Manage Transcripts Compare Me +

+ REQUEST TRANSCRIPTS REMOVE

	College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/>	University of South Carolina - Columbia	OTHR	Other October 15	no request	Initial materials submitted	CA	Unknown <span style="font-size: small;">v</span> <span style="margin-left: 10px;">EDIT</span> <span style="margin-left: 10px;">MORE <span style="font-size: small;"> </span></span>
<input checked="" type="checkbox"/>	Syracuse University	RD	Regular Decision January 1	no request	Pending	CA	Unknown <span style="font-size: small;">v</span> <span style="margin-left: 10px;">EDIT</span> <span style="margin-left: 10px;">MORE <span style="font-size: small;"> </span></span>

College that I'm attending:  
N/A Update

**Step 6:** After selecting “Request Transcript”, check the box to the left of the word “Initial.” At this time you are ONLY requesting your initial transcript. After selecting “Initial,” select “Request and Finish”

Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial

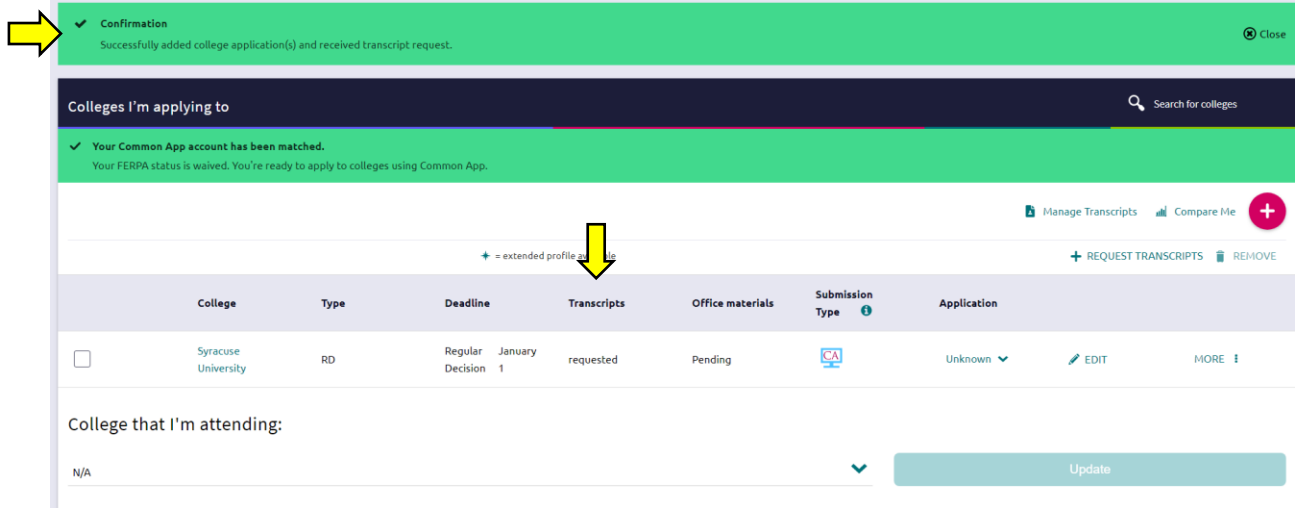
Where are you sending the transcript/s?

Syracuse University v

Request and Finish

**Step 7:** At this point you will see at the top of the page a confirmation that you have requested your transcript.

**\*\*It is your responsibility to check with each college and university that you apply to that they have received your transcript\*\***



The screenshot shows a confirmation message at the top: "Confirmation: Successfully added college application(s) and received transcript request." Below this is a section titled "Colleges I'm applying to" with a search bar. A message states: "Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App." A table lists the colleges with columns for College, Type, Deadline, Transcripts, Office materials, Submission Type, and Application. The table contains one entry for Syracuse University. Below the table is a section for "College that I'm attending:" with a dropdown menu set to "N/A" and an "Update" button.

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Syracuse University	RD	Regular Decision 1	requested	Pending	CA	Unknown <input type="button" value="EDIT"/> <input type="button" value="MORE"/>