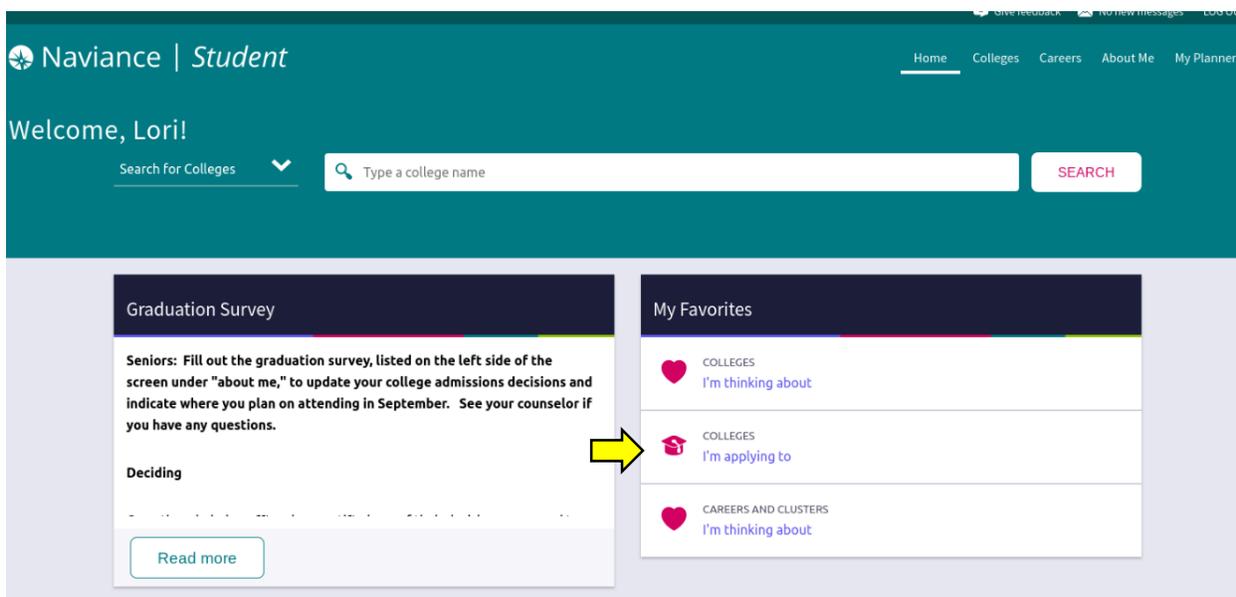
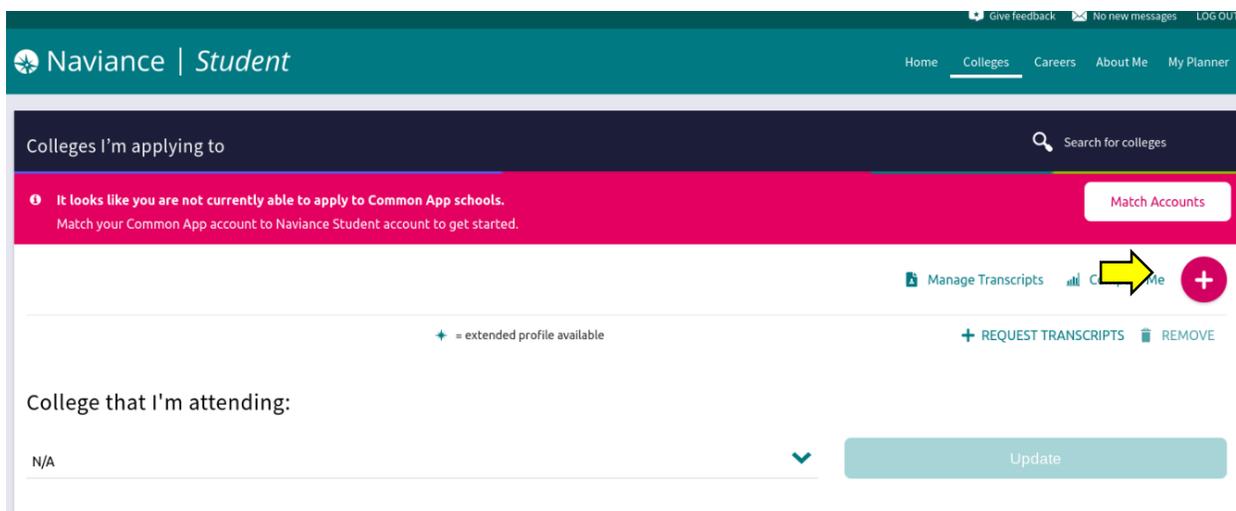


## How To Request your Transcript Through Naviance

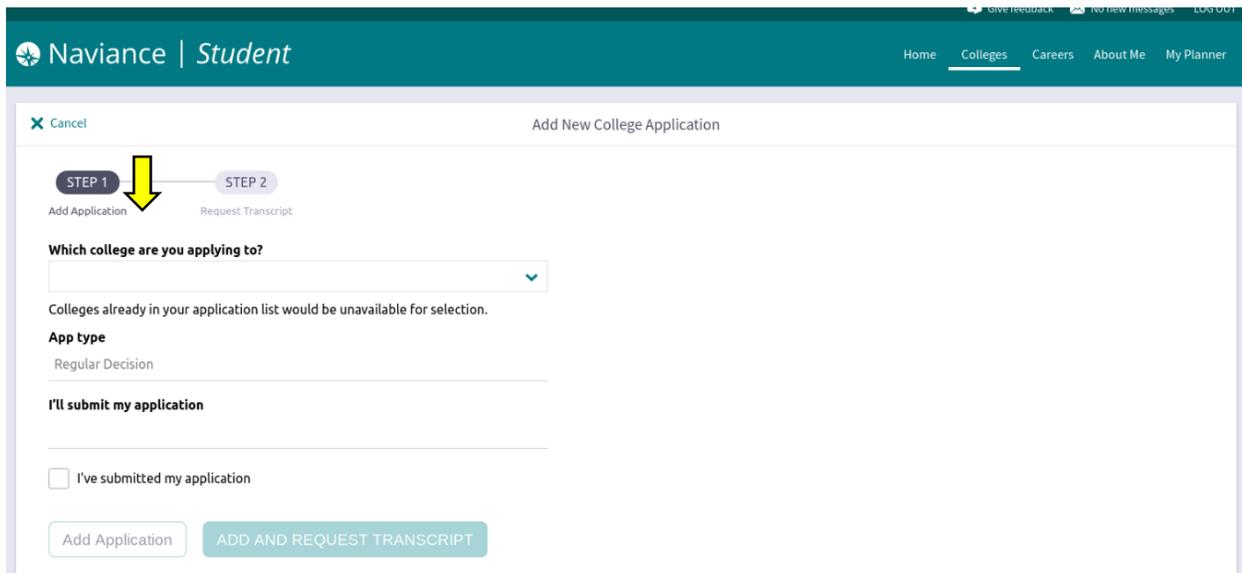
**Step 1:** Sign on to you Naviance account and click on “Colleges I’m Applying To”



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

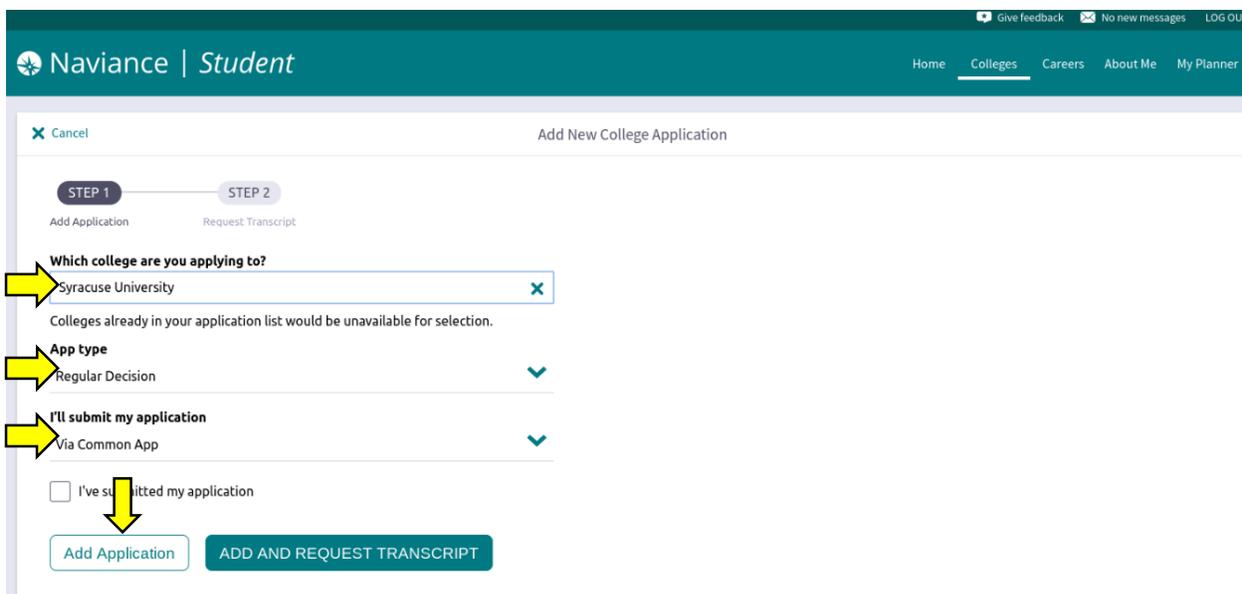


**Step 3:** After clicking the pink plus sign, under “Which college are you applying to” search a college or university.



The screenshot shows the 'Add New College Application' form in the Naviance Student interface. At the top, there's a teal header with the Naviance logo and 'Student' text. Navigation links for 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner' are visible. The form has a 'Cancel' button and a title 'Add New College Application'. A progress indicator shows 'STEP 1' (Add Application) as the current step, with 'STEP 2' (Request Transcript) following. A yellow arrow points to the 'Which college are you applying to?' dropdown menu. Below this, there's a note: 'Colleges already in your application list would be unavailable for selection.' The 'App type' section is set to 'Regular Decision'. The 'I'll submit my application' section has an unchecked checkbox for 'I've submitted my application'. At the bottom, there are two buttons: 'Add Application' and 'ADD AND REQUEST TRANSCRIPT'.

**Step 4:** After searching a college name, select the application type (regular decisions, rolling, early decision, priority...ect) 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”



This screenshot shows the same 'Add New College Application' form, but with several selections made. A yellow arrow points to the 'Which college are you applying to?' dropdown, which now displays 'Syracuse University'. Another yellow arrow points to the 'App type' dropdown, which is set to 'Regular Decision'. A third yellow arrow points to the 'I'll submit my application' dropdown, which is set to 'Via Common App'. The 'I've submitted my application' checkbox remains unchecked. The 'Add Application' and 'ADD AND REQUEST TRANSCRIPT' buttons are still visible at the bottom.

**Step 5:** After clicking “Add Application” 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.”

Naviance | Student

Home Colleges Careers About Me My Planner

Colleges I'm applying to

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.

Manage Transcripts Compare Me

1 selected + = extended profile available

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> Pennsylvania State University	RD	Regular Decision	November 30	no request	Pending	Unknown EDIT MORE

**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”

Naviance | Student

Home Colleges Careers About Me My Planner

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

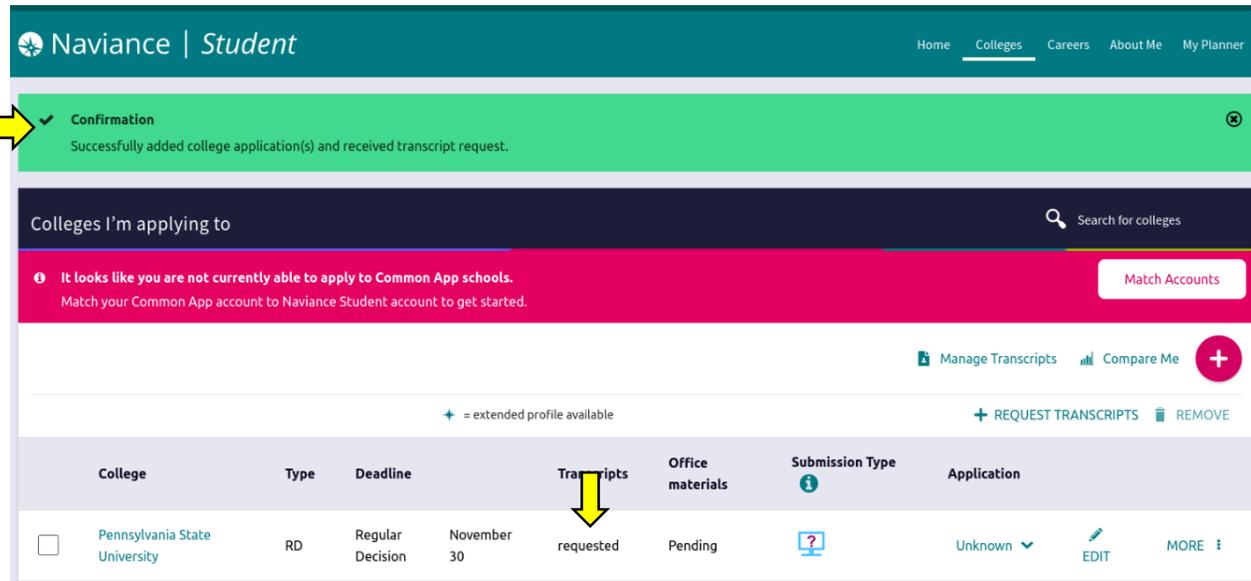
Final

Where are you sending the transcript/s?

Pennsylvania State University

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 the Naviance Student interface. At the top, there is a teal header with the Naviance logo and the word "Student". To the right of the header are navigation links: Home, Colleges, Careers, About Me, and My Planner. Below the header is a green confirmation banner with a checkmark icon and the text: "Confirmation Successfully added college application(s) and received transcript request." A yellow arrow points to this banner. Below the banner is a dark blue section titled "Colleges I'm applying to" with a search bar. A pink banner below that contains a warning: "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." Below the pink banner is a white section with a "Manage Transcripts" button, a "Compare Me" button, and a plus sign button. Below this is a table with columns: College, Type, Deadline, Transcripts, Office materials, Submission Type, and Application. A yellow arrow points to the "Transcripts" column. The table has one row for "Pennsylvania State University" with the following details: Type: RD, Deadline: Regular Decision, November 30, Transcripts: requested, Office materials: Pending, Submission Type: (with a question mark icon), and Application: Unknown. There are also "EDIT" and "MORE" buttons for this row. A legend below the table indicates that a plus sign icon means "extended profile available".

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Pennsylvania State University	RD	Regular Decision November 30	requested	Pending		Unknown <a href="#">EDIT</a> <a href="#">MORE</a>