How to Request to send your Transcript to Scholarships/Athletics on Naviance:

- 1. Log into your Naviance Account
 - (See step-by-step directions for "How to Log In to Naviance" if you do not know how)
- 2. You should be in your home screen (You should see "Welcome, "Your First Name")
 - a. Click on the "Colleges" tab on the left menu
 - b. Click on "Apply to College" in the drop down menu
 - c. Click on "Manage Transcripts"
- 3. This will bring you to the "Manage Transcripts" Home Page
- a. If you've previously sent your transcript, you should see a list of places you've requested
- 4. Click on the red plus sign to add a transcript request
 - a. Click on "Other Transcript"
- 5. This will bring you to a page that says "Request Other Transcript"
 - a. If you are requesting during the fall semester of your Senior year, check the box that says "Initial" under "What type of transcript are you requesting?"
 - b. If you are requesting during the spring semester of your Senior year, check the box that says "Mid year" under "What type of transcript are you requesting?
- 6. Select what the transcript is for under "What is this transcript for?"
- 7. Under "What additional materials, if any, do you want included?" **DO NOT SELECT EITHER!!** You will need to send your test scores through act.org (ACT) or collegeboard.org (SAT) NOT NAVIANCE!
- 8. Enter the date for when the transcript is due in the appropriate box
- 9. Complete the Recipient Name and Address for where you want your transcripts sent.
 - a. Optional: Add notes in the box on the right if there is other information you need to include.
- 10. Click on "Request and Finish"
- 11. You will arrive at the Manage Transcripts home page. You will see the Confirmation Number, Recipient Name, the type, when you submitted the request, and its deadline.

Steps with pictures below:

2a. Click on the "Colleges" tab on the left menu



2b. Click on "Apply to College" in the drop down menu

Apps PowerSchool Frontline Absence Skyward Naviance Sign in American School Lo English Naviance Student Nelcome, Brian! Search for Colleges	College and Career ESL My Resources >> Other books Image: College content of the second content
Naviance Student Welcome, Brian! Search for Colleges Y Q Type a college name	Home Colleges Careers About Me My Planner
Welcome, Brian! Search for Colleges Yupe a college name	COLLEGES Home COLLEGES I'm thinking about RCH
Search for Colleges Y Type a college name	COLLEGES I'm thinking about RCH
	COLLEGES I'm applying to
Welcome to Naviance! My Favorites	Find Your Fit
Naviance Student is designed to assist students with college and career planning. Utilizing the tools in the tabs above will help you to set future <u>geaks</u> for yourself, build a professional resume, identify <u>careers</u> of interest, and <u>search for colleges</u> that will enhance your education	Apply to College
and allow you to achieve your goals. Please check out the resources in the tabs above and the links below. Reach out to your counselor with any questions or ways in which we can better assist you in achieving your goals. COLLEGES I'm applying to	

2c. Click on "Manage Transcripts"



3. This will bring you to the "Manage Transcripts" Home Page

Manage Transcripts N	laviance St X +					-		0
→ C ☆ 🖷	https://student.navi	ance.com/colleges/transo	cripts				07	☆ ○ 🛛 🔾 🌘
Apps 📔 PowerScho	ol 🕼 Frontline Absen	ce 🎢 Skyward 👩	Naviance Sign in 🛛 🗮 A	merican School Lo 💡 📄	ESL Team Meeting	College and Career	ESL 📙 My Resourc	es 🛛 » 📄 Other bo
					English	v 9	Give feedback 🛛 🖂	No new messages LOG C
) Navian	nce <i>Stud</i>	dent				Home Coll	eges Careers	About Me My Planne
Manage Tran	scripts						Q Searc	th for colleges
							5	College Application
Transcript Req Request a colleg request the right Confirmation	juests e application trans t transcript at the r	cript or other here. W ight time.	Vhen requesting tra	nscripts for college	s, be sure to keep yo	our colleges applicati	ions up to date so l	that you can 🔶 Confirm
Number	Recipient	Туре	Requested	Due	Mailed	Midyear	Final	receipt
	U OF IL							
24787530	Urbana- Champaign	College App	10/15/18	01/05/19	10/18/18	12	2	

4. Click on the red plus sign to add a transcript request.

manage manachpis [in	laviance St 🗙 🔶					-		(M-1)
> C 🏠 🔒	https://student.navi	ance.com/colleges/transc	cripts				07	☆ ○ ☑ ○ (
Apps 📔 PowerScho	ol 🕼 Frontline Abser	ice 🎢 Skyward 🔇	Naviance Sign in 🛛 🖴 A	merican School Lo 🗧 📑	ESL Team Meeting	College and Career	ESL My Resour	ces 🔅 🐘 Other boo
					English	<u> </u>	Give feedback 🛛 🖂	No new messages LOG C
Navian	nce <i>Stu</i>	dent				Home Col	leges Careers	About Me My Planne
Manage Tran	scripts						Q Sear	ch for colleges
							5	College Application
							1	College Application:
Transcript Reg	uests						1	College Application:
Transcript Req Request a colleg	juests e application trans	script or other here. W	Vhen requesting tra	nscripts for college	s, be sure to keep yo	our colleges applicat	ions up to date so	Tollege Applications
Transcript Req Request a colleg request the right	juests e application trans t transcript at the i	script or other here. W	Vhen requesting tra	nscripts for college	s, be sure to keep yo	our colleges applicat	ions up to date so	that you can
Transcript Req Request a colleg request the right Confirmation Number	juests e application trans t transcript at the i Recipient	script or other here. W right time. Type	Vhen requesting tra Requested	nscripts for college Due	s, be sure to keep yo Mailed	our colleges applicat Midyear	ions up to date so Final	that you can Confir receipt
Transcript Req Request a colleg request the right Confirmation Number	uests e application trans t transcript at the Recipient U Of IL	script or other here. W right time. Type	Vhen requesting tra Requested	nscripts for college Due	s, be sure to keep yo Mailed	our colleges applicat Midyear	ions up to date so Final	that you can that you can Confir

4a. Click on "Other Transcript"

Manage Transcripts N	laviance St 🗙 🕂						- 0 -
→ C û ●	https://student.navia	nce.com/colleges/transc	ripts				or ☆ ③ Ø O Ø
Apps 👔 PowerScho	ol 🕼 Frontline Absence	e 🎢 Skyward 🕥	Naviance Sign in 🛛 🕮 Ar	merican School Lo 🗧	ESL Team Meeting	College and Career 🗧 ESL	🣙 My Resources 🛛 » 📋 Other bookmar
					English	🗸 🗘 Give	feedback 🔀 No new messages 🛛 LOG OUT
Naviar	ice <i>Stuc</i>	lent				Home Colleges	Careers About Me My Planner —
Manage Tran	scripts						Q Search for colleges
							College Applications
Transcript Req	uests e application transe	cript or other here. W	Vhen requesting tra-	nscripts for college	s, be sure to keep you	ur colleges applications	up to date so that you can
Request a colleg request the righ	t transcript at the ri	ght time.					College Application Transcript
Request a colleg request the right Confirmation Number	t transcript at the ri	ght time. Type	Requested	Due	Mailed	Midyear	College Application Transcript Other Transcript

5. This will bring you to a page that says "Request Other Transcript"

	English 🗸	_ 🤨 Give feedbac	k 🖂 No	new messages	Switch Grade	: Demo	✔ Close Demo	Î
Naviance Student		Home	Courses	Colleges	Careers	About Me	My Planner	
X Cancel	Request Other Transcript							
What type of transcript are you requesting? Initial Mid year Final								
What is this transcript for? Scholarship Athletics Other 								

5a&b, 6, 7. What type of transcript, What is transcript for, DO NOT add additional materials



8 & 9. Select due date for transcript, enter Recipient information

/18/2019		
ere are you sending the transcript?		
Recipient Name:	Other Notes:	
Address Line 1:		
Address Line 2:		
City:		
Zip Code:		

10. Click on "Request and Finish"

Scholarship			
Address Line 1:			
123 Main Street			
Address Line 2:			
City:			
West Chicago			
Zip Code:			
60185			
State			
Illinois			
Country:			
N/A	~		

11. You will arrive at the Manage Transcripts home page. You will see the Confirmation Number, Recipient Name, the type, when you submitted the request, and its deadline.

Request a colleg	e application transc	cript or other here V	When requesting tra	nscripts for college	s be sure to keep v	our colleges applicati	ons un to date so l	that you can
request the righ	t transcript at the ri	ight time.	then requesting the	ischpes for conege	s, be sore to keep y	our coneges appread	ons op to date so	
Confirmation	Recipient	Туре	Requested	Due	Mailed	Midyear	Final	Confirm
Number								receipt