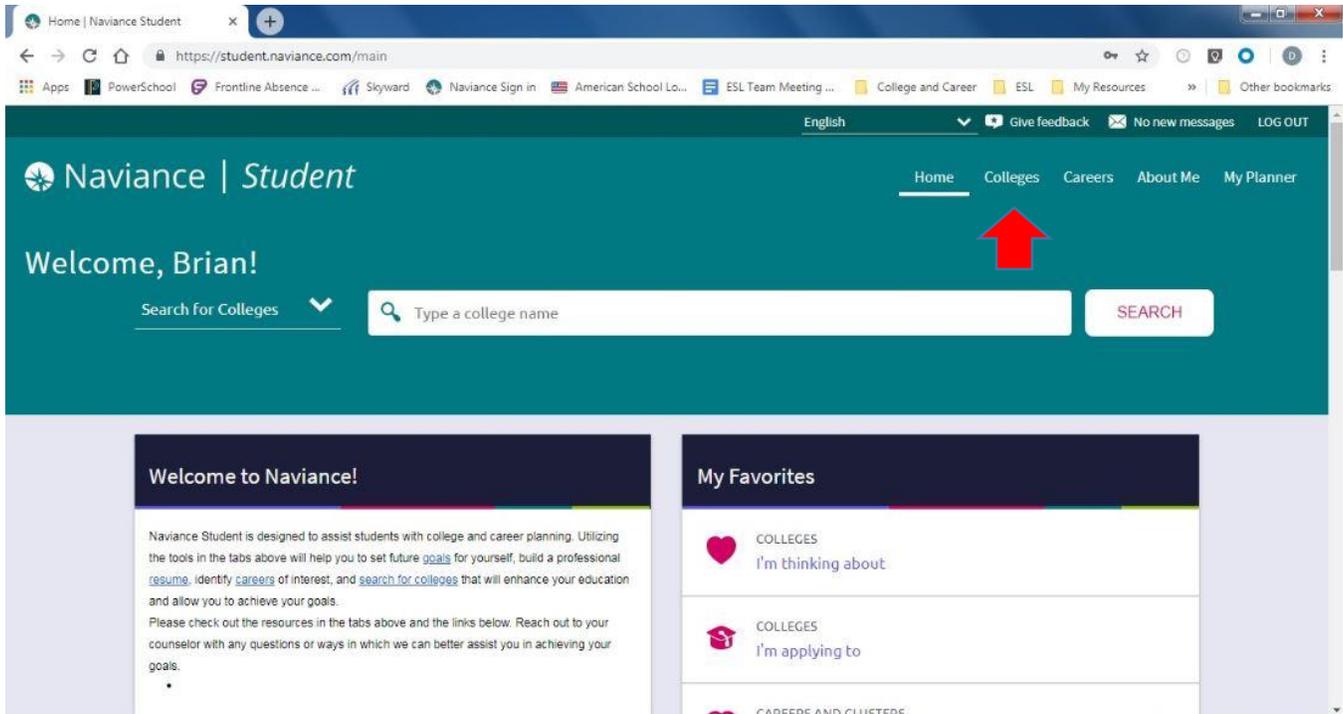


How to Request to send your Transcript to Scholarships/Athletics on Naviance:

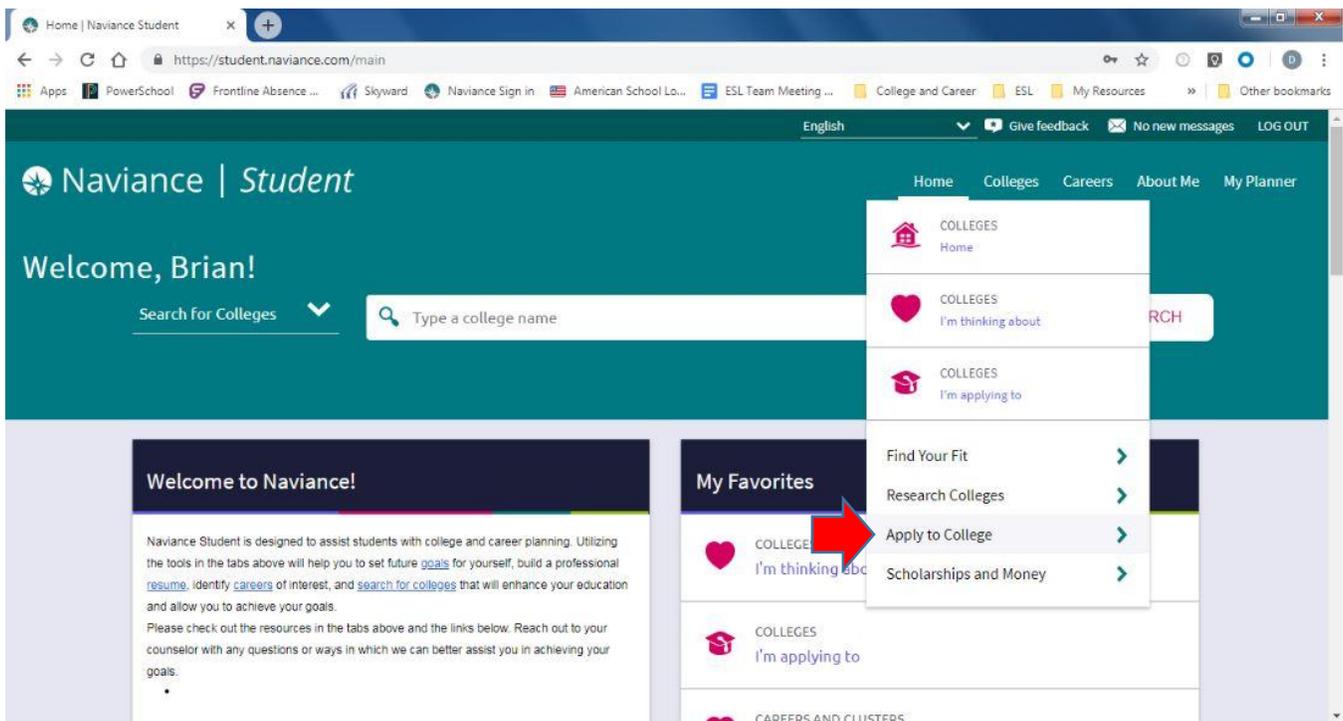
1. Log into your Naviance Account
(See step-by-step directions for “How to Log In to Naviance” if you do not know how)
2. You should be in your home screen (You should see “Welcome, “Your First Name”)
 - a. Click on the “Colleges” tab on the left menu
 - b. Click on “Apply to College” in the drop down 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:

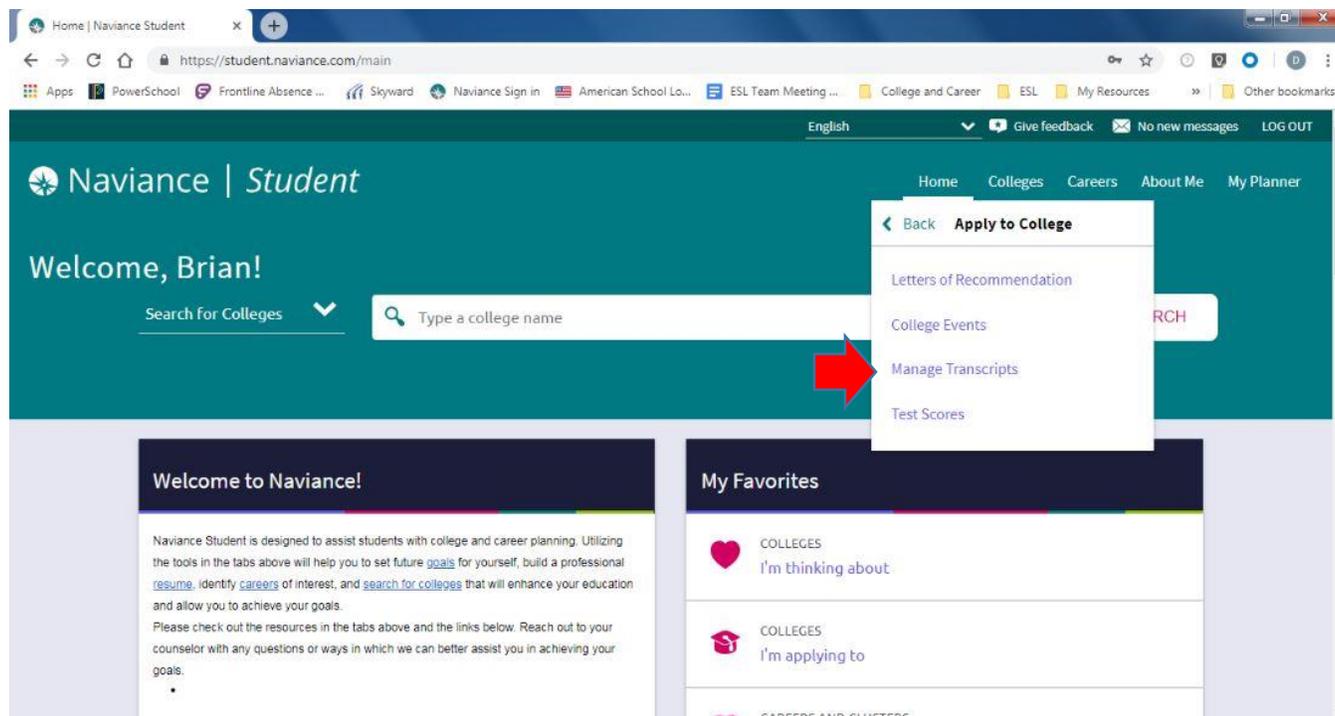
2a. Click on the “Colleges” tab on the left menu



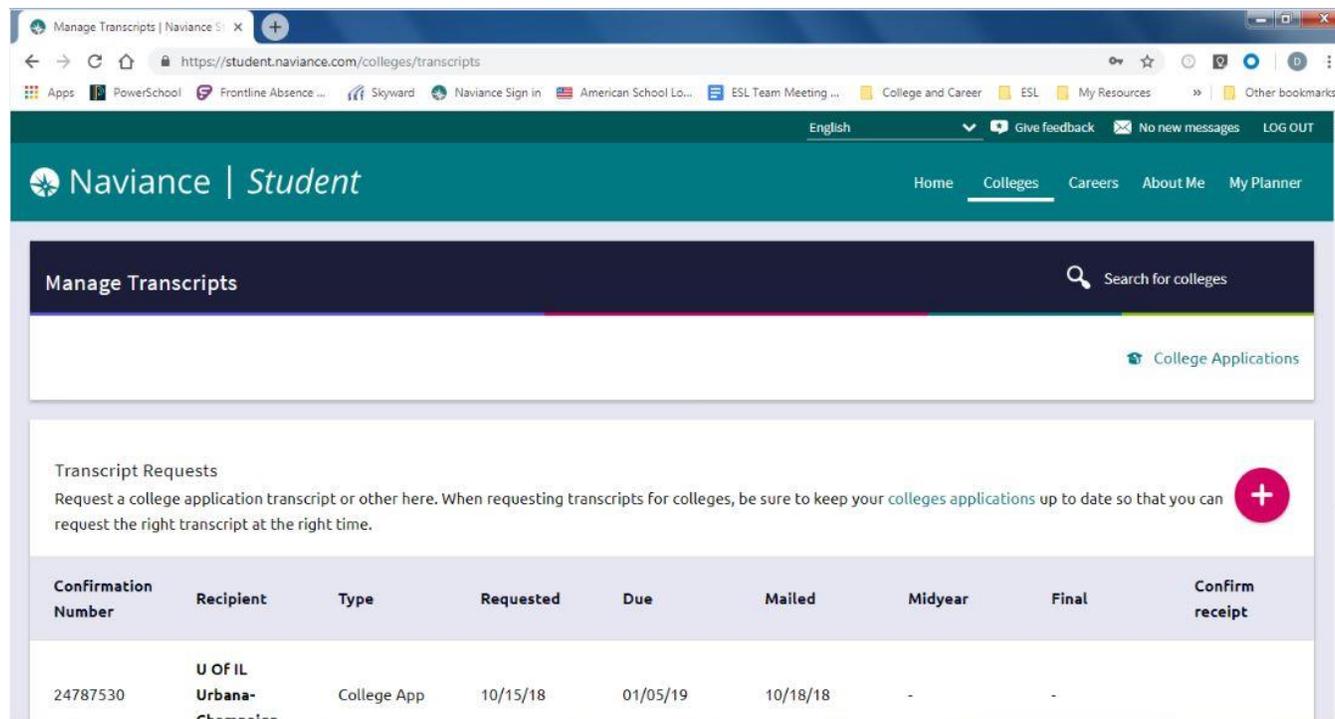
2b. Click on “Apply to College” in the drop down menu



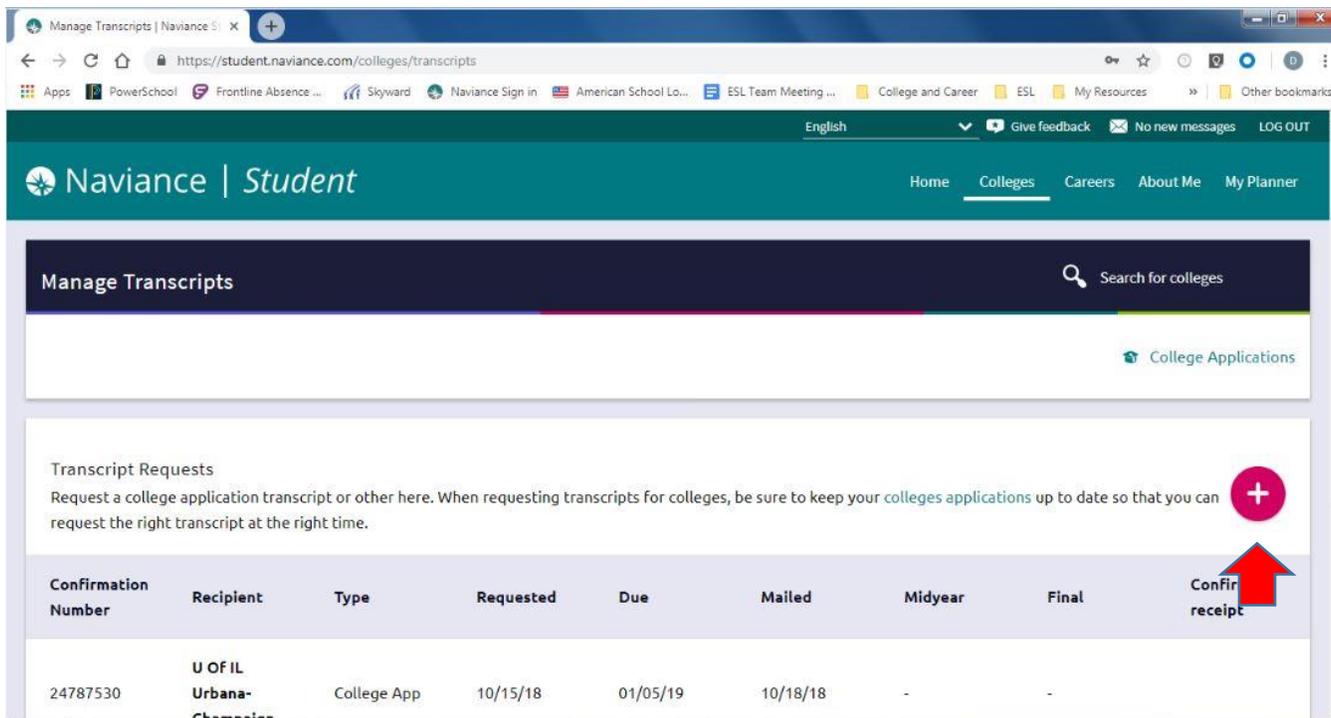
2c. Click on “Manage Transcripts”



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



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



Manage Transcripts

Search for colleges

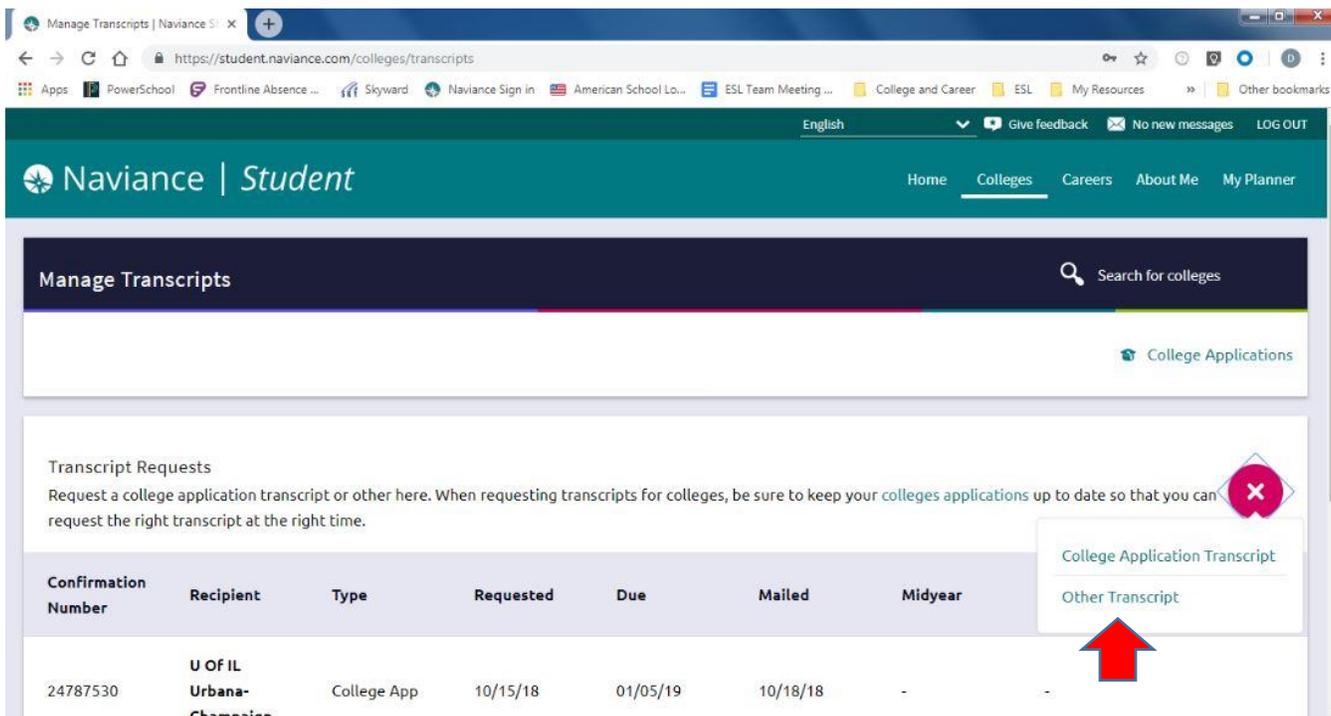
College Applications

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
24787530	U OF IL Urbana- Champaign	College App	10/15/18	01/05/19	10/18/18	-	-	

4a. Click on “Other Transcript”



Manage Transcripts

Search for colleges

College Applications

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
24787530	U OF IL Urbana- Champaign	College App	10/15/18	01/05/19	10/18/18	-	-	

- College Application Transcript
- Other Transcript

5. This will bring you to a page that says “Request Other 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, Courses, Colleges (which is underlined), Careers, About Me, and My Planner. Below the header, there is a white area with a "Cancel" button on the left and the title "Request Other Transcript" in the center. The main content area contains two sections of questions. The first section is titled "What type of transcript are you requesting?" and has three radio button options: "Initial", "Mid year", and "Final". The second section is titled "What is this transcript for?" and has three radio button options: "Scholarship", "Athletics", and "Other".

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

This screenshot is a close-up of the form from the previous image. It shows the same two sections of questions. In the first section, "What type of transcript are you requesting?", the "Initial" radio button is selected, and a red arrow points to it from the right. In the second section, "What is this transcript for?", the "Scholarship" radio button is selected, and a red arrow points to it from the right. Below these sections is a third section titled "What additional materials, if any, do you want included?". It has two radio button options: "Unofficial SAT Scores" and "Unofficial ACT Scores". A red line is drawn through both of these options, indicating they should not be selected.

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

When is this transcript due?
04/18/2019

Where are you sending the transcript?

Recipient Name:
Address Line 1:
Address Line 2:
City:
Zip Code:
State

Other Notes:



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

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.



Transcript Requests								
Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.								
Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
26744577	Scholarship	Scholarship	04/18/19	04/18/19	-	-	-	