**REQUESTING TRANSCRIPTS IN NAVIANCE**

**REQUESTING TRANSCRIPTS IN NAVIANCE:** Complete the following steps to request a transcripts in Naviance.

1. Log into Naviance
2. Click on the "Colleges" tab
3. > “Colleges Applying to”
4. > + REQUEST TRANSCRIPTS towards the top right hand corner of the screen
5. > “Initial Transcript
6. \*\*\* We do not send test scores so skip the “Additional materials” section
7. > Select the schools that you need your transcript sent to by clicking the error next to “Where are you sending the transcripts”
8. >Done