
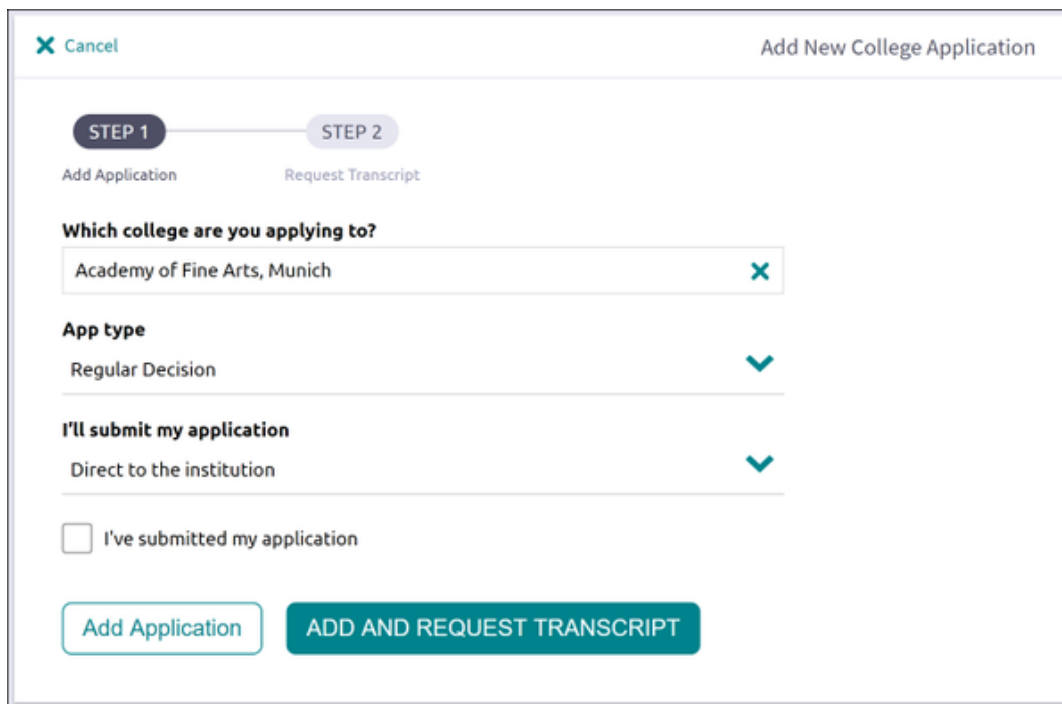


Add Active College Applications – Step 1

After you submit your application to the college, you will need to record the information in the Colleges I'm Applying to section of Naviance.

1. Complete and submit your application directly through the college website **OR** through Common App
2. Log-in to Naviance Student through your AH Apps Lock and Key
3. From Naviance Student, navigate to **Colleges > Colleges I'm applying To**
4. Click the **Add** button (**Pink Plus**) in the upper right 
5. Follow Step 1 to begin adding the college:

Naviance Step 1 – Adding the Colleges You are Applying To



- A. Use the drop-down to select the name of the college you applied to. Begin typing the school to see potential matches.
 - B. Use the drop-down to select the [App Type](#) (regular, early decision, etc.)
 - C. Use the drop-down to select [how your will submit your application](#) or use
 - D. Select the check box to indicate your app has already been submitted
6. From this point, select either **Add Application** (if no transcript request) **OR** choose to **Add and Request Transcript** (if your college requires an official transcript)
- If *Add Application* is selected, the college is added to **Colleges I'm Applying To** list
 - If *Add and Request Transcript* is selected, the screen moves to Step 2 (see next page)

Request Transcripts (if required by your colleges) – Step 2

If you select the *Add and Request Transcript* button, be sure your college requires an **initial** college transcript. All colleges require a final transcript, but many do not require an initial or mid-year one.

If a transcript is required, there are 2 steps you need to complete before your transcript will be sent:

1. Make the request in Naviance
2. Complete the paper Transcript Request form (available in the Career Center or Counseling Office) and turn in to Counseling Secretary along with \$3/school transcript fee

Naviance Step 2 – Requesting Your Transcript

The screenshot shows the 'Add New College Application' interface in Naviance. At the top, there is a 'Cancel' button and the title 'Add New College Application'. Below this is a teal banner with instructions: 'Use this form to request transcripts for your college applications. You can request additional transcripts, such as mid-year 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.' Below the banner is a progress bar with two steps: 'Add Application' (completed) and 'Request Transcript' (current step, labeled 'STEP 2'). The main form area has the question 'What type of transcript are you requesting?' with three radio button options: 'Initial', 'Mid year', and 'Final'. Below this is the question 'Where are you sending the transcript(s)?' with a dropdown menu showing 'Shippensburg University of Pennsylvania'. At the bottom of the form is a blue button labeled 'Request and Finish'.

1. Select the type of transcript you are requesting.
 - a. For most students, this will be your initial transcript request in the Fall
 - b. Some colleges require a mid-year transcript sent after your Tri 1 grades are posted
 - c. Your final transcript is automatically sent in June to the college you indicate you will be attending
2. Click **Request and Finish**
 - The request is made and the school is added to Colleges I'm Applying To list

BHS Transcript Release – Step 3

1. Complete the paper Transcript Request form (available in Career Center or Counseling Office)
2. Bring your completed Transcript Request form and \$3/per transcript to the Counseling Office
3. Transcripts will not be released until you make the request in Naviance **AND** turn in the Transcript Request form along with payment
4. **Allow at least 1 week to process your transcript request**—plan ahead.
5. You can monitor the transcript status in Naviance on the **Colleges I'm applying To** page
6. It is the student's responsibility to follow up with the college to ensure all materials are received

**Talk with your Counselor if the \$3/school transcript fee is a financial hardship