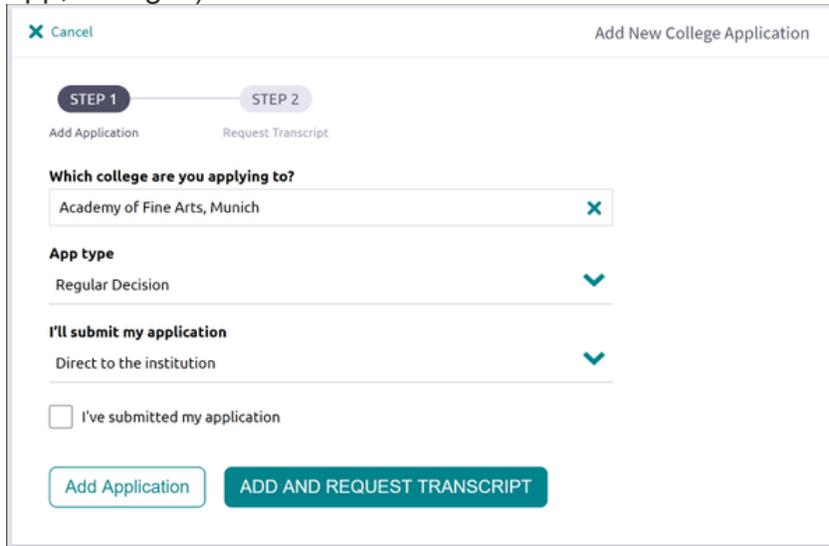


Naviance: Colleges I'm Applying To & Transcript Request:

1. From Naviance Student, navigate to **Colleges > Colleges I'm applying to**.
2. Click the **Add** button (**Pink Plus**) in the upper right 
3. Follow Step 1 to begin adding the college:
 - Begin typing the name of your college and select the match.
 - Use the drop-down to select the App Type (regular, early decision, etc.).
 - Use the drop-down to select how you submitted your application (common app, regular app, rolling...)



4. Select the **Add Application** button **if a transcript is NOT required** by your college. If you select this option, the college is added to *Colleges I'm Applying To* and you are now finished.

5. **If a transcript IS required** by your college follow these steps:

**SELECT EITHER
STEP 4 OR STEP 5**

- Choose to the **Add and Request Transcript** button
- You will move to Step 2
- Select the Initial check box
- Click Request and Finish
- The transcript request is made AND the school is added to the Colleges I'm Applying To

6. If you requested a transcript, send an email request to Ann Edwards Ann.Edwards@ahschools.us in the Counseling Office. While BHS is temporarily closed, you do not need to complete a paper copy of the Transcript Request Form or pay the \$3 transcript fee. The email request serves as your paper copy.

- Include the following in your email message:
 1. First Name, Middle Initial, Last Name
 2. Purpose of the transcript (college, PSEO, scholarship...)
 3. College(s) you are requesting the transcript be sent to
- Be sure to follow up with your college(s) to ensure they receive your transcript