

# Requesting Final Transcripts Using Naviance

## 1. Log in to Naviance

Important Message!  
For best results, please launch Naviance in Chrome or Firefox!

Welcome to Family Connection  
Please use your school username and password!

username  
password

☐ remember me

are you new here?  
[I need to register](#)

## 2. Go to "Colleges" tab

family connection

home colleges careers about me my planner

pages  
where do I begin?  
senior year  
got special needs?  
athletes - ncaa

links  
apply texas  
college board/sat  
aid  
common application

what's new  
Terry Sheneman has assigned the task [Apply for scholarships](#) to you  
JACKIE HIDALGO has assigned the task [Complete Scholarship/Financial Aid Survey](#) to you  
Your task [Apply to college](#) has been marked as complete  
[more since last visit](#)

Welcome Page  
Welcome to Hightower High School

## 3. Click on "Colleges I'm Applying To"

family connection

home colleges careers about me my planner

search for colleges: Go

resources  
transcripts  
test scores

my colleges  
colleges I'm thinking about  
**colleges I'm applying to**  
colleges I'm applying to

Upcoming college visits  
No upcoming visits.

college research  
SuperMatch™ college search  
college match  
college compare  
college lookup  
college resources  
college maps  
enrichment programs

## 4. Click on any pencil to edit applications

search for colleges: Go

colleges I'm applying to  
[add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Expected Difficulty	Deadline	Transcript	Office Status	My App.	Results	Actions
Houston CC System	RD	-		N/A	-	requested	Initial materials submitted	app submitted	Accepted	
U of Houston	RD	-		N/A	4/1/15	requested	Initial materials submitted	app submitted	Accepted	
NCAA	RD	-		N/A	-	requested	Initial materials submitted	app submitted	Accepted	
Prairie View A&M Univ	RD	-		N/A	6/1/15	no request	Initial materials submitted	app submitted	Accepted	
Tx State Univ	RD	-		N/A	5/1/15	requested	Initial materials submitted	app submitted	Accepted	

Delete Application

College that I am attending  
U of Houston Update

## 5. For each school indicate

- You have submitted an Application by clicking the box
- The result of the app from the dropdown menu
- Then scroll to the bottom of the screen and click on update applications.

University of Houston

Application submitted ☒ I have submitted my application

Division N/A

App Type Regular Decision

College Deadline 04/01/2015

Counselor Override

Result Accepted ☐ waitlisted ☐ deferred

Interest Medium

Format Online

## 6. Scroll back up to "college that I am attending." Select the college you plan to attend and click "update."

colleges I'm applying to  
[add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Expected Difficulty	Deadline	Transcript	Office Status	My App.	Results	Actions
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NCAA	RD	-		N/A	-	requested	Initial materials submitted	app submitted	Accepted	
Prairie View A&M Univ	RD	-		N/A	6/1/15	no request	Initial materials submitted	app submitted	Accepted	
Tx State Univ	RD	-		N/A	5/1/15	requested	Initial materials submitted	app submitted	Accepted	

Delete Application

College that I am attending  
U of Houston Update

**NOTE** – each school you are accepted to must also show that a transcript has previously been either requested or sent. If you are just now adding a school to the list, make sure you also check the transcript button before you click on the add button.

Example: Observe "no request" under the transcript column for PVAMU above (Step #6). Then look at picture in Step #9 below... PVAMU does not show up in the Final Transcript list because an initial transcript was never requested. It does, however, show up in the current application section.

## 7. Go to "transcripts" on the left side under resources

scholarships & money  
scholarship match  
scholarship list  
scholarship applications  
national scholarship search

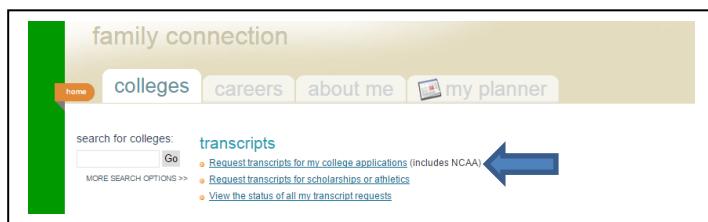
College that I am attending  
Texas A&M Univ Update

resources  
transcripts  
test scores

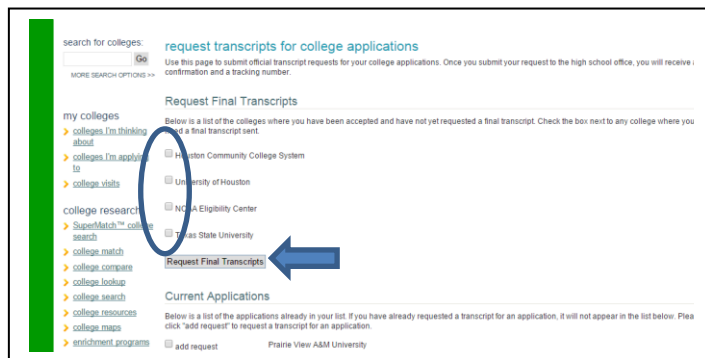
Recommendations  
[add/cancel requests](#)

Continued on back

**8. Click on “request transcripts for college applications”**



**9. Click the button for your school under Request Final Transcript - and click “Request Final Transcript”**



**Note: if you do not see a section for requesting final transcripts or a “Request Final Transcript” button, make sure you go back and complete step 5 of the directions above.**

Also, you can send a final transcript to two schools if needed, such as the University of Houston and HCC.

**IMPORTANT ATHLETES:** If you will be attending a college on an athletic scholarship, be sure to send a final transcript to NCAA, NJCAA or NAIA as well as the college you are attending. (You will need to add the correct eligibility center to your list of colleges and you will need to edit your results as accepted in order to send.)

***Final transcripts do NOT contain SAT, ACT, or AP scores!  
These must be sent directly from ACT or College Board.***