**Step 1:** Log-in to Naviance Student
Use your district student ID and password.

**Step 2:** Click the **Colleges menu > Colleges I’m applying to**

**Step 3:** Scroll to the **Apply to Colleges** section and click on **Manage Transcripts**

**Step 4:** Click the **plus symbol** and select **College Application Transcript**
**Step 5:** Select **Initial** as the type of transcript you are requesting.

Select where you would like the transcript sent by clicking the drop down arrow.

Choose either a college already on your list or search for the college to add to your list.

Click **Done**

**Step 6:** To request a transcript other than for college, click the **plus symbol** and select **Other Transcript**.

Complete the request form and click **Request and Finish**.