

# Requesting Transcripts in Naviance

## Step 1: Log-in to Naviance Family Connection

**username:** student ID

**password:** last 4 digits of your student ID **and** the **day** you were born

(xxxx-last four digits of student ID and XX Birthday day)

Example: 999321

<http://connection.naviance.com/cascadehs>

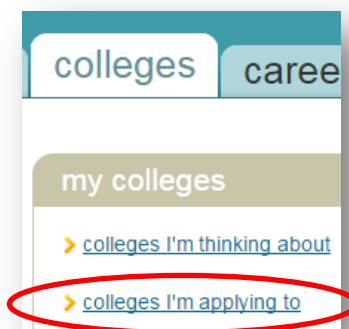
<http://connection.naviance.com/everetths>

<http://connection.naviance.com/henrymjhs>

<http://connection.naviance.com/sequoiahs>

## Step 2: Open the **colleges** tab, colleges I'm applying to

If you have not added colleges to this list, you will need to move from list **colleges I'm thinking about** to the **+add to this list**



[+ add to this list](#)

## Step 3: Click on **colleges I'm thinking about** and you should see the schools you are thinking of applying to.

Put a **check mark** next to each college you plan to apply to.

Click on **Move to Application List**

### colleges I'm thinking about

[+ add colleges to this list](#) | [compare me](#)

College	Delivery type	Added By	My Interest	Application Deadlines†				Actions		
				Early Decision	Early Action	Priority	Regular Decision	Manage Communication	Graph	WWW
<input checked="" type="checkbox"/> <a href="#">Central WA Univ</a>		student	N/A	-	-	4/1	6/1			
<input checked="" type="checkbox"/> <a href="#">U of Washington</a>		student	N/A	-	-	-	12/1			

[Update Interest](#)
[Move to Application List](#)
[Remove from List](#)

# Requesting Transcripts in Naviance



**Step 4:** You will be on the screen **add colleges to which I am applying**.

Put a **check mark** next to request if you are ready to request a transcript to be sent to the college or university.

## add colleges to which I am applying

Please confirm that you are actually planning to apply to the colleges you selected and add any additional information if necessary. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college.

Type	Transcript	College	I have submitted my application
Regular Decision ▼	<input type="checkbox"/> request	Central Washington University	<input type="checkbox"/>
Regular Decision ▼	<input type="checkbox"/> request	University of Washington	<input type="checkbox"/>

Cancel

Add Applications

**Step 5:** If you have submitted your application, place a **check mark** in the box I have submitted my application

Click on **Add Applications**. This completes the transcript request process.

## add colleges to which I am applying

Please confirm that you are actually planning to apply to the colleges you selected and add any additional information if necessary. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college.

Type	Transcript	College	I have submitted my application
Regular Decision ▼	<input checked="" type="checkbox"/> request	Central Washington University	<input checked="" type="checkbox"/>
Regular Decision ▼	<input checked="" type="checkbox"/> request	University of Washington	<input checked="" type="checkbox"/>

Cancel

Add Applications