WGH Guide to Requesting Transcripts In Naviance

In order for students to order transcripts, they must log in to <u>Naviance</u> <u>Student</u>. A link is provided on the WCS website (warrencityschools.org). After successfully logging in, click on the "COLLEGES" tab at the top.

Naviance <i>Student</i> Colleges Q Type a college name: More College SEARCH OPTIONS	Home <u>Colleges</u> Careers About He My Planne SEARCH	This is what the look like, then so	top of the page will croll down.
Colleges			
Concegos		SEARCH	
MORE COLLEGE SEARCH OPTIONS			
Find Your Fit	Research Colleges		
Q SuperMatch®	COLLECES I'm Thinking About		
College Match	College Compare		"
Scattergrams	College Resources		k on "Colleges I'm
Advanced College Search	Acceptance History	Арр	lying to"
College Lookup	Enrichment Programs		
Show less	College Maps		
	Show less		
Apply to Colleges	Scholarships and Money		
COLLECES	SCHOLARSHIPS		
I'm applying to	I'm Applying To		
Letters of Recommendation	Scholarship List		
Manage Transcripts	Scholarship Match		
Test scores	National Scholarship Search		
Show less	Show less		
	-		
	Manage	iranscripts 🔲 Application Milestones 📷 Compare M	Click the pink
+ = extended profile	s available	+ REQUEST TRANSCRIPTS	REMOVE
College that I'm attending:			plus sign to
		Hedda	add colleges
N/A	× .	opoare	

STEP 1	STEP 2		
Add Application	Request Transcript	$\langle \rangle$	
Which college are y	you applying to?		
Colleges already in y	your application list would be unavailable for selection.		Use the drop down to
App type			select your colleges.
Regular Decision			, 0
I'll submit my appli	cation		You MUST indicate how
			you are submitting your
I've submitted r	my application		application in order for
(your transcript to be
Add Application	ADD AND REQUEST TRANSCRIPT		sent.
	Click "Add and Request Transcript"		
X Cancel		Add New Coll	ege Application
Use this form application/s	to request transcripts for your college applications. You can request will not be undone. You can check the status of any transcript reques	additional transcripts, such as midyear l t in Manage Transcripts.	ranscripts later using Add Transcript Request fr
Add Application	STEP 2 Request Transcript		
Initia	e or transcript are you requesting?		
Where ar	e you sending the transcript/s?		
Ken	t State University		~
(Deserve	of and Frank		
Keque			
At Tra yo Gu	the beginning of the year, selec anscript". Click Request and Fin ur request automatically sent to uidance. Congratulations on ta	t "Initial ish to have WGH king this step!	

Students can check submission status to see when documents were sent in order to be sure applications are complete.