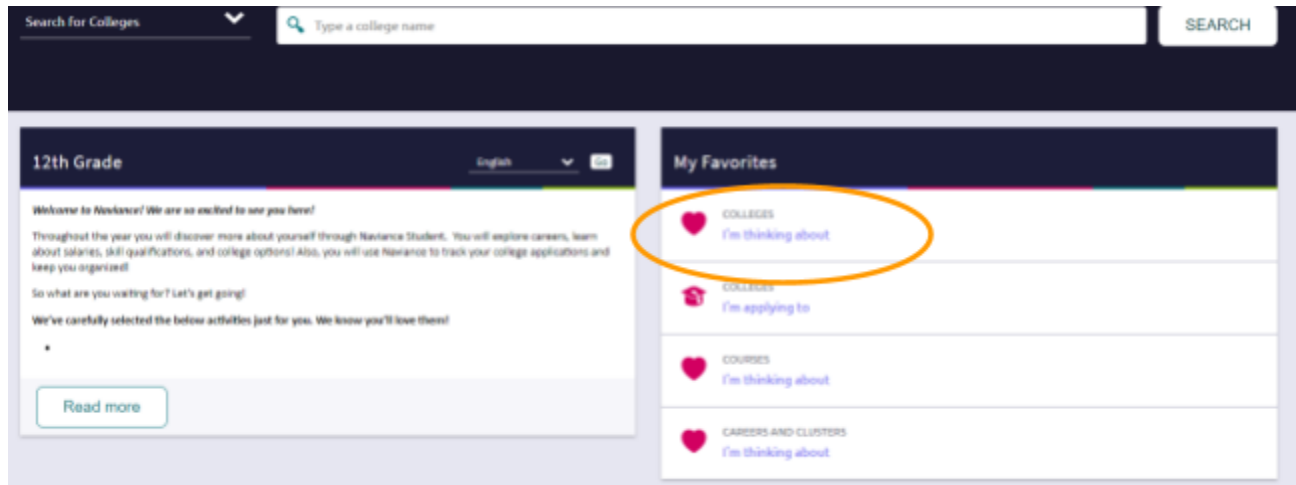
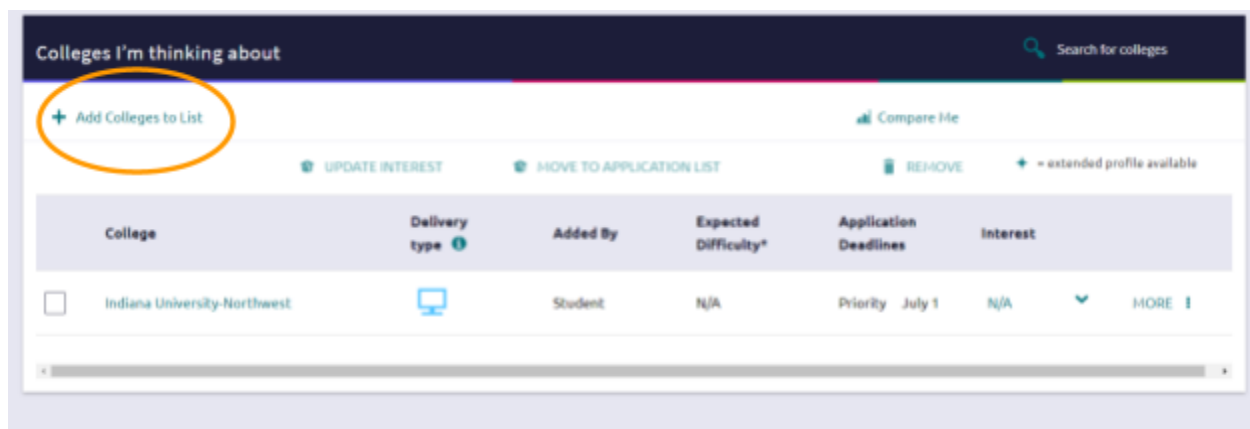


HOW TO: ADD A COLLEGE AND REQUEST A TRANSCRIPT IN NAVIANCE

In order to request a transcript in Naviance, you must first add the college(s) to the list of schools you are applying to. Start on the Naviance Student homepage. Click “Colleges I’m Thinking About.”



Click on the + to “Add Colleges to List”



Use the filters to find the colleges you are interested in. Select the box next to the colleges you are interested in. Then click on the heart button to add the college to your favorites list.

Lookup by: State

Lookup by state: Indiana

College search results

You searched by State: "Indiana"

1 selected + = extended profile available = colleges applied to Actions:

<input type="checkbox"/>	Earlham College	Richmond, IN
<input type="checkbox"/>	Empire Beauty School	Indianapolis, IN
<input checked="" type="checkbox"/>	University of Evansville	Evansville, IN
<input type="checkbox"/>	Everest College - Merrillville	Merrillville, IN
<input type="checkbox"/>	Franklin College	Franklin, IN

Select the box next to the college you are applying to. Click on "Move to Application List"

Confirmation
1 colleges successfully added

Colleges I'm thinking about

+ Add Colleges to List Compare He

1 selected UPDATE INTEREST MOVE TO APPLICATION LIST RE-HOVE + = extended profile available

College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest	
<input checked="" type="checkbox"/> University of Evansville		Student	N/A	Multiple Deadlines	N/A	MORE
<input type="checkbox"/> Indiana University-Northwest		Student	N/A	Priority July 1	N/A	MORE

Select your application deadline and how you plan to submit your application. Be sure to select Via Common App if your college uses the Common App for their applications. Then, select “Add and Request Transcripts.”

✓ Confirmation
1 colleges successfully added

✕ Cancel

STEP 1 — STEP 2
Add Applications Request Transcripts

University of Evansville

Which application deadline do you prefer?
Early Action November 1

How will you submit your application?
Direct to the institution

I've already sent my application

Add Applications ADD AND REQUEST TRANSCRIPTS

Select what type of transcript you are requesting. If you would like to send your ACT or ACT scores, select the boxes here. Then, click “Request and Finish”

STEP 1 — STEP 2
Add Applications Request Transcripts

What type of transcript are you requesting?
 Initial
 Mid year
 Final

What additional materials, if any, do you want included?
 Unofficial SAT Scores
 Unofficial ACT Scores

Where are you sending the transcript/s?
No Preference

Request and Finish

You will see a green bar with a confirmation message once you have successfully requested your transcript.

✓ **Confirmation**

Successfully added college application(s) and received transcript request.

Colleges I'm applying to