**Steps for Ordering Transcripts Using Naviance**

Visit: **Fultonschools.org**

Select: **ClassLink**

Graphical user interface, website

Description automatically generated

**Username:** (Student’s ID number)

**Password:** (Student’s Date of Birth) ext. 01/04/1999 TYPE **01041999**

Graphical user interface

Description automatically generated

Select **Naviance** Icon

Graphical user interface

Description automatically generated

Check Messages: select **the Message/Mail** Icon

A screenshot of a computer

Description automatically generated with medium confidence

Select “**Colleges**” and “**Colleges I’m Thinking About”**

Graphical user interface, text, application, chat or text message

Description automatically generated

Select “**Add Colleges to List**”

Graphical user interface, application, website

Description automatically generated

Use “**Quicklist**” to search for college of choice

Graphical user interface, application, Teams

Description automatically generated

**Add the college to your favorites**

Graphical user interface, application, Teams

Description automatically generated

A screenshot of a computer

Description automatically generated

Select “**Colleges**” and “**Colleges I’m Thinking**”

A screenshot of a computer

Description automatically generated

**Select all colleges on the list that should receive student’s transcript. It can be multiple.**

Select “**Move to Application List**”

A screenshot of a computer

Description automatically generated

**Select application deadline**

Select “**I’ve already sent my application**”

Select “**Add and request transcripts**”

Graphical user interface, application, Teams

Description automatically generated

**Select type of transcript being requested.**

*Initial – The first time sending the transcript to the school*

*Mid-Year – Transcript being sent between January – May (including semester 1 grades of senior year)*

*Final – Transcript sent after grades from both semesters of senior year have posted (After graduation - May). DO NOT REQUEST FINAL TRANSCRIPT UNTIL MAY OF SENIOR YEAR.*

**Indicate colleges that should receive the transcript.**

Select “**Request and Finish**”

Graphical user interface, application, Teams

Description automatically generated

**Other Resources:**

Counseling Website (Naviance): <https://www.fultonschools.org/Page/19036>

Video: Requesting College Transcripts: <https://www.screencast.com/t/LMtSIif3e1>

Video: Common App and Matching Naviance: <https://www.screencast.com/t/gxEQkElyo1>

Video: Letter of Recommendation Requests: <https://www.screencast.com/t/yFlgLhUy>

Handout: Building a Resume on Naviance: <https://www.fultonschools.org/cms/lib/GA50000114/Centricity/Domain/3667/How%20to%20Build%20a%20Resume%20on%20Naviance.pdf>