

## NAVIANCE INSTRUCTIONS

- 1) Log into your Naviance Account - <https://student.naviance.com/inglemoorhs>
  - a) User name: Student Number
  - b) Password: 8-digit Birthday (mmddyear)
- 2) How to **Request Transcripts**
  - a) Click on Colleges **"I'm applying to"**
  - b) Click on **red "+"** sign
  - c) Add college
  - d) Application type
    - i) Regular Decision
    - ii) Early Decision
    - iii) Early Action etc.
  - e) Submission type (You will choose how you are applying and how the transcripts will be sent)
    - i) Direct to the Institution
    - ii) Common Application (You will most likely use the Common Application for multiple private school applications.) When choosing Common App, those transcripts are only uploaded by the counselor. Make sure you invite your counselor on Common App or they will not have access to upload your transcript.
    - iii) I am not sure THIS OPTION WILL PREVENT A TRANSCRIPT BEING SENT. CHANGE IT TO DIRECT OR COMMON APPLICATION.
  - f) Click on **"Add and Request Transcript"**
  - g) Click on type of transcript you are requesting – **Initial** (Do not select other options).
  - h) Additional Materials: Please note: It is your responsibility to arrange for your ACT or SAT scores to be sent directly to the colleges from ACT.org or SAT.org (College Board). IHS will **not** send any SAT or ACT scores to the colleges.
  - i) Click **"Request and Finish."**
- 3) Please note, you may need to refresh the page to show all the colleges to which you are applying.

**PLEASE NOTE:** If a college has the **"CA"** in the submission type, you will need to invite your counselor online to your Common Application so that your transcript can be uploaded to the Common Application.

+ = extended profile available + REQUEST TRANSCRIPTS    REMOVE

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type <span style="font-size: x-small;">i</span>	Application			
<input type="checkbox"/>	Central Washington University	RD	Regular Decision	N/A	requested	Pending		Unknown ▾	EDIT	MORE <span style="font-size: x-small;">⋮</span>	
<input type="checkbox"/>	Gonzaga University	RD	Regular Decision 1	February	N/A	requested	Pending		Unknown ▾	EDIT	MORE <span style="font-size: x-small;">⋮</span>
<input type="checkbox"/>	University of Washington	RD	Regular Decision 15	November	N/A	requested	Pending		Unknown ▾	EDIT	MORE <span style="font-size: x-small;">⋮</span>
<input type="checkbox"/>	Whitworth University	RD	Regular Decision 1	March	N/A	requested	Pending		Unknown ▾	EDIT	MORE <span style="font-size: x-small;">⋮</span>

**Mrs. Buckner will be sending out emails through Naviance to your NSD Google account, so please check your student email on a regular basis.**