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.

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