

# Requesting Transcripts in NAVIANCE STUDENT!

**\*\*You must submit your college application(s) before requesting your high school transcript.**

Visit the Faribault HS homepage. Go to the 'Counseling' tab and click 'Naviance Student', then click 'Student Access'

**Students:** Your username will be your student ID number and your password will be your network password (the password you use to log on to school computers). **\*Do not use your email.**

1. From **Colleges I'm Applying to**, click the **Add** button (+ sign).
2. From **Which college are you applying to?** Use the drop-down or type the name of the desired college and select from the matches.
3. From **App Type** click the drop-down to identify your answer.
4. From **I'll submit my application?** Click the drop-down to identify your answer.
5. Check **I've submitted my application.** This must be done before requesting your transcript.
6. Click **Add and Request Transcript.**
7. From **What type of transcript are you requesting?** Select **initial**
8. From **What additional materials, if any, do you want included?** Select **Unofficial ACT Scores.**
9. Click **Request and Finish.**
10. If you're using Common Application, click **Colleges I'm Applying to**, then select **Match Accounts.**