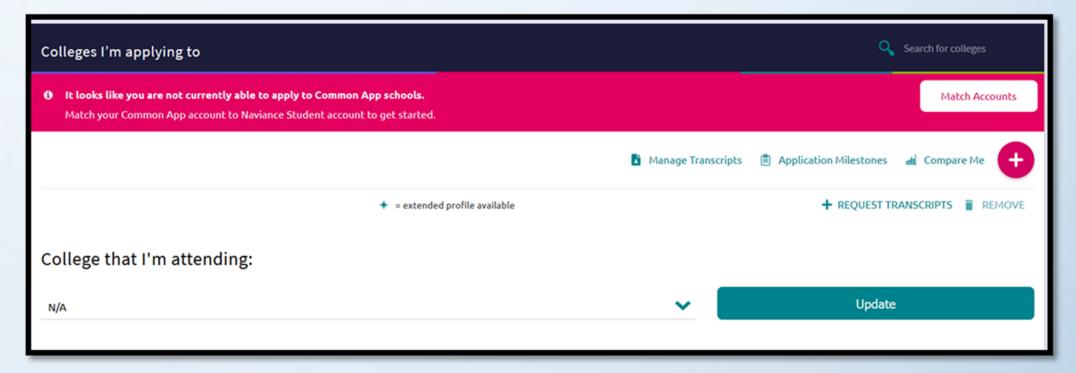# REQUESTING YOUR TRANSCRIPT IN NAVIANCE
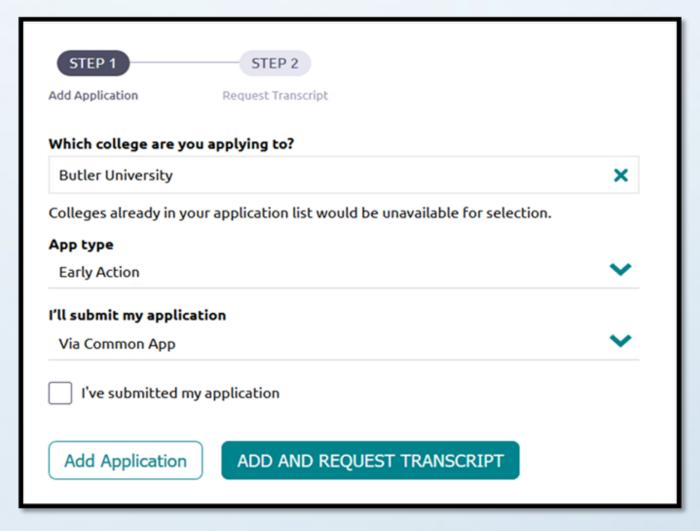
Directions:

- Log into your Naviance account
  - Username: Student ID #
  - Password: 8-digit birthdate (mmddyyyy)

- Select the **Colleges Tab**

- Select **Colleges I'm Applying To**

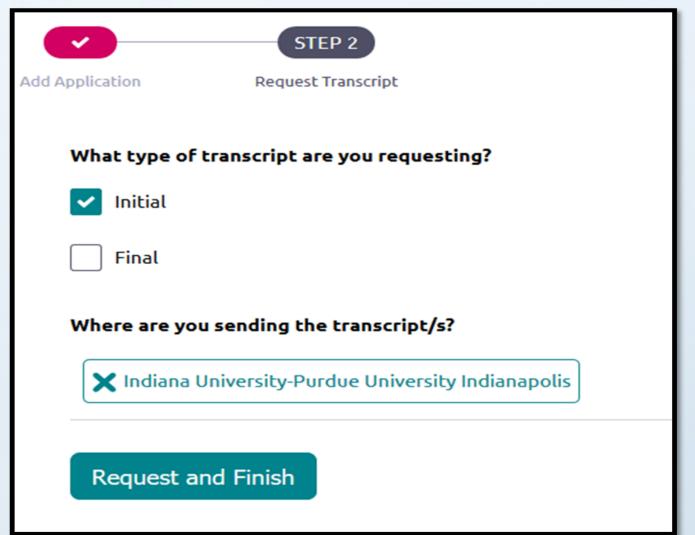# Your screen will now look like this:

SELECT:

You will now see this on your screen:

- Fill out the following information, then select **ADD AND REQUEST TRANSCRIPT** to get to the next screen.

You will now see this on your screen:

- Select **REQUEST AND FINISH** to complete the transcript request process.

- Don't forget to then go to the ALC Guidance Office to turn in your Blue College Application Checklist.

- Transcript requests are NOT completed until the ALC Guidance Office receives your Blue College Checklist.