



# Requesting Transcripts Via Naviance

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Step by Step Instructions



# Requesting Transcripts

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Do NOT request transcripts until after you have submitted your application via Common Application, the Common Black College Application, or directly to the college.  
We can see through Naviance if you have submitted your application!

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# Requesting Transcripts

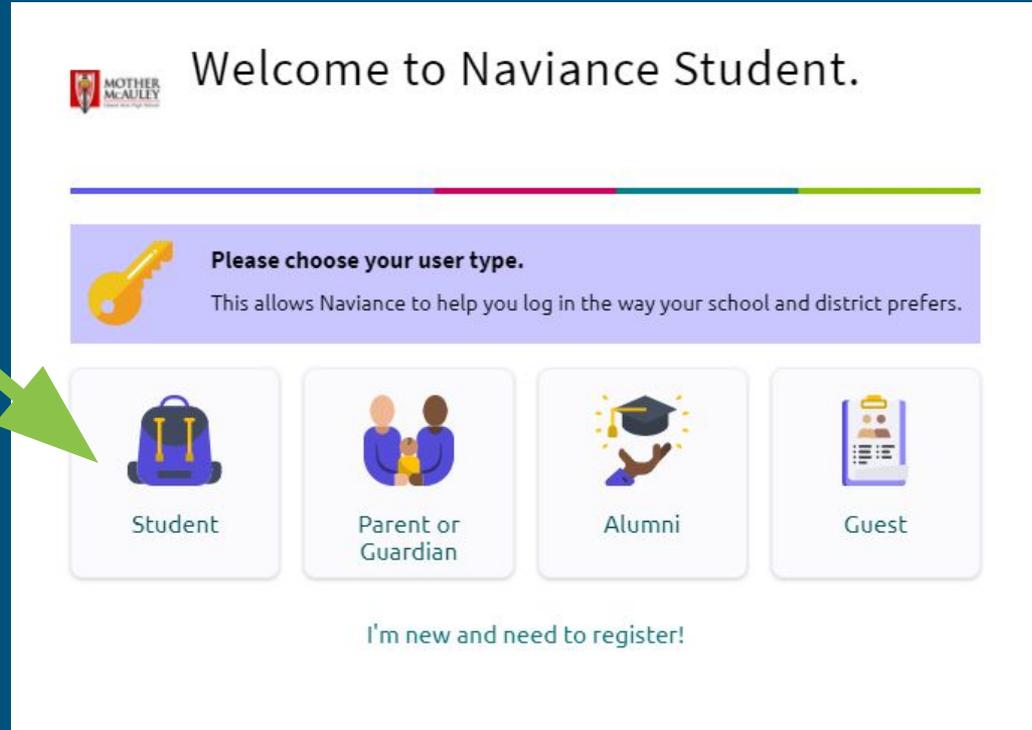
## Be Aware of Deadlines!

1. If a college allows self-reporting, you do not have to request a transcript.
2. Transcripts must be requested 10 days prior to the application deadline.
3. All transcripts must be submitted by October 22nd to meet the November 1st deadline.

*Note: It takes time to submit transcripts, especially if 209 of you are submitting 8-10 transcripts. Keep this in mind when waiting until the last minutes.*

4. Follow the instructions on the following slides on how to request your transcript via Naviance.
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Go to <https://student.naviance.com/mcauley>  
Click on 'Student' and login into your account



 **WELCOME TO NAVIANCE STUDENT.**

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 **Please choose your user type.**  
This allows Naviance to help you log in the way your school and district prefers.

 Student

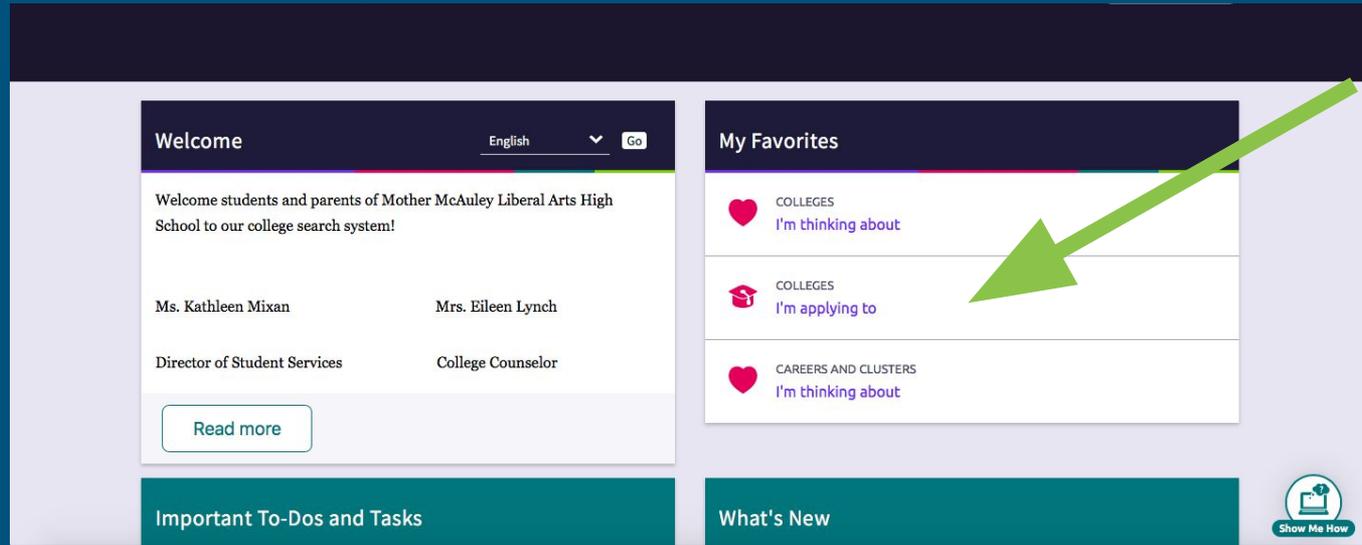
 Parent or Guardian

 Alumni

 Guest

[I'm new and need to register!](#)

# Click on 'Colleges That I'm Applying To'



The screenshot displays a user interface for a college search system. It is divided into two main columns. The left column features a 'Welcome' header with a language dropdown set to 'English' and a 'Go' button. Below the header, a welcome message addresses students and parents of Mother McAuley Liberal Arts High School. Contact information for Ms. Kathleen Mixan (Director of Student Services) and Mrs. Eileen Lynch (College Counselor) is provided, along with a 'Read more' button. The right column has a 'My Favorites' header and lists three items: 'COLLEGES I'm thinking about' (with a heart icon), 'COLLEGES I'm applying to' (with a graduation cap icon), and 'CAREERS AND CLUSTERS I'm thinking about' (with a heart icon). A large green arrow points to the 'I'm applying to' link. At the bottom, there are sections for 'Important To-Dos and Tasks' and 'What's New', and a 'Show Me How' icon in the bottom right corner.

Welcome English Go

Welcome students and parents of Mother McAuley Liberal Arts High School to our college search system!

Ms. Kathleen Mixan      Mrs. Eileen Lynch

Director of Student Services      College Counselor

[Read more](#)

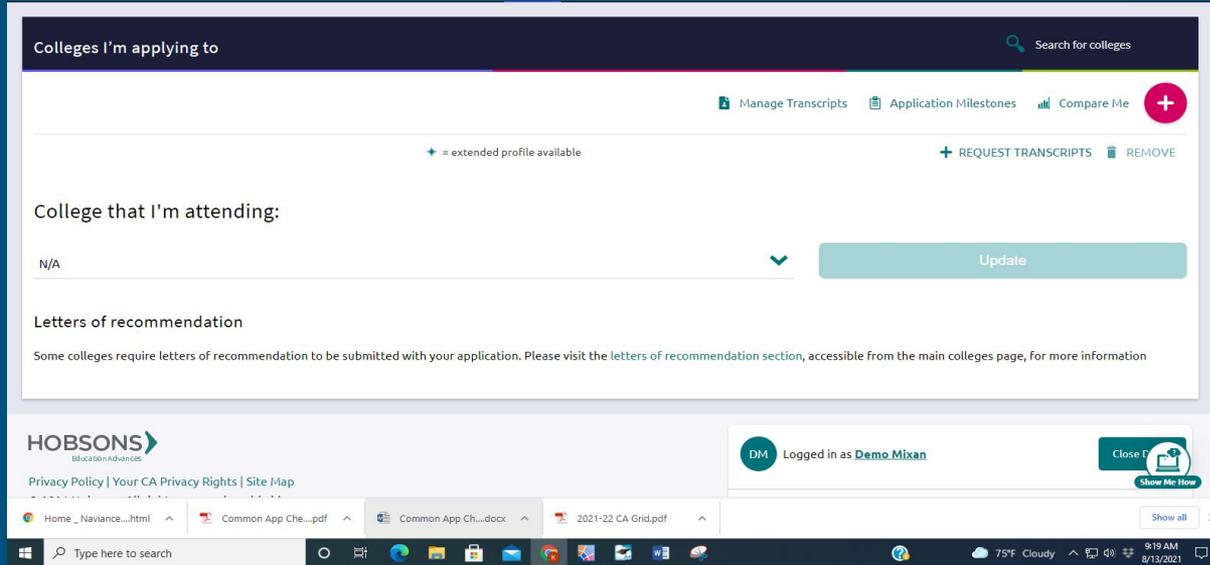
**My Favorites**

- COLLEGES [I'm thinking about](#)
- COLLEGES [I'm applying to](#)
- CAREERS AND CLUSTERS [I'm thinking about](#)

**Important To-Dos and Tasks**      **What's New**

 Show Me How

If you have yet to sync your Common Application account with your Naviance Account, or you are applying to a college not on the Common Application, click the '+' to add a new application.



1. Type the name of the college you are applying to.
2. Select the app type
3. Select how you will submit your application, whether it be through the Common Application or the colleges direct application.
4. Check 'I've submitted my application'
5. Click Add and request transcript

The screenshot shows a web browser window with the URL [student.naviance.com/colleges/applying-to/add](https://student.naviance.com/colleges/applying-to/add). The page header includes the Naviance logo and navigation links: Home, Self-Discovery, Careers, Colleges (highlighted), and Planner. The main content area is titled 'Cancel' and features a progress indicator with 'STEP 1' (Add Application) and 'STEP 2' (Request Transcript). The form asks 'Which college are you applying to?' with a dropdown menu showing 'Marquette University'. Below this, it states 'Colleges already in your application list would be unavailable for selection.' The 'App type' section has a dropdown menu with 'Rolling' selected. The 'I'll submit my application' section has a dropdown menu with 'Via Common App' selected. There is an unchecked checkbox for 'I've submitted my application'. At the bottom, there are two buttons: 'Add Application' and 'ADD AND REQUEST TRANSCRIPT'.

## Check 'Initial'

Do NOT request your scores. You will need to send your scores via your ACT portal at [myact.org](https://myact.org) if colleges want official scores.

Add where you want your transcripts sent.

Click 'Request and Finish'

 Use this form to request transcripts for your college application. If you have existing transcripts requests for the chosen college application, you will not be able to request transcripts for this application.

**What type of transcript are you requesting?**

Initial

**Where are you sending the transcript/s?**

 Marquette University

**Request and Finish**

If you have already added applications, make sure you to check Submission Type BEFORE requesting transcripts. DO NOT REQUEST TRANSCRIPTS UNTIL YOU HAVE HIT 'SUBMIT' ON YOUR APPLICATIONS.

The screenshot shows the Naviance web application interface. At the top, there is a navigation bar with the Naviance logo and menu items: Home, Self-Discovery, Careers, Colleges (highlighted), and Planner. On the right side of the navigation bar, there are icons for a heart, a dropdown menu showing '12th Grade', a chat icon, an email icon, a 'DM' button, an 'About Me' dropdown, and a 'CLOSE DEMO' button.

Below the navigation bar, the main heading is 'Colleges I'm applying to'. There is a search bar with the placeholder text 'Search for colleges'. A pink banner contains a message: 'It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.' with a 'Match Accounts' button.

Below the banner, there are utility buttons: 'Manage Transcripts', 'Application Milestones', 'Compare Me', and a red circular button with a white plus sign. A '+ REQUEST TRANSCRIPTS' button is also visible.

A table lists the colleges being applied to. A red arrow points to the 'Submission Type' column header. The table has the following data:

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Mary Immaculate College	ROLL	Rolling July 1	N/A	no request	Pending	CA	Submitted   EDIT  MORE
<input type="checkbox"/> Marquette University	RD	Regular Decision 1	December N/A	no request	Pending	CA	Submitted   EDIT  MORE

# Check Submission Type BEFORE requesting transcripts!

Make sure the Submission Type on your list matches how you actually submitted the application!

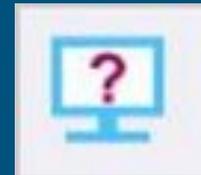
If the submission type is incorrect, your application processing could be delayed on the college's end!



Applied through the Common Application



Applied directly to the institution



Haven't Decided how you will apply

# If you need to change the Submission Type, click 'Edit'.

**It looks like you are not currently able to apply to Common App schools.**  
Match your Common App account to Naviance Student account to get started.

Match A

Manage Transcripts Application Milestones Compare

+ = extended profile available + REQUEST TR

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Mary Immaculate College	ROLL	Rolling July 1	N/A	no request	Pending		Submitted   EDIT
<input type="checkbox"/> Marquette University	RD	Regular Decision 1	December N/A	requested	Pending		Submitted   EDIT

# Editing Submission Type

Indicate how you actually submitted your application.

Click 'Save College Application'

✓ Confirmation Close

Successfully added college application(s) and received transcript request.

✕ CANCEL

Mary Immaculate College (LK)

**Have you submitted your application?**

I've submitted my application

I'll submit my application

Via Common App

Direct to the institution

**College Deadline**

07/01/2022

**Counselor Override**

Not Applicable

**App type**

Rolling July 1

**Result**

Unknown

Waitlisted

Deferred

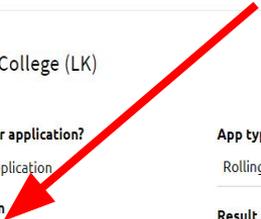
**Interest**

N/A

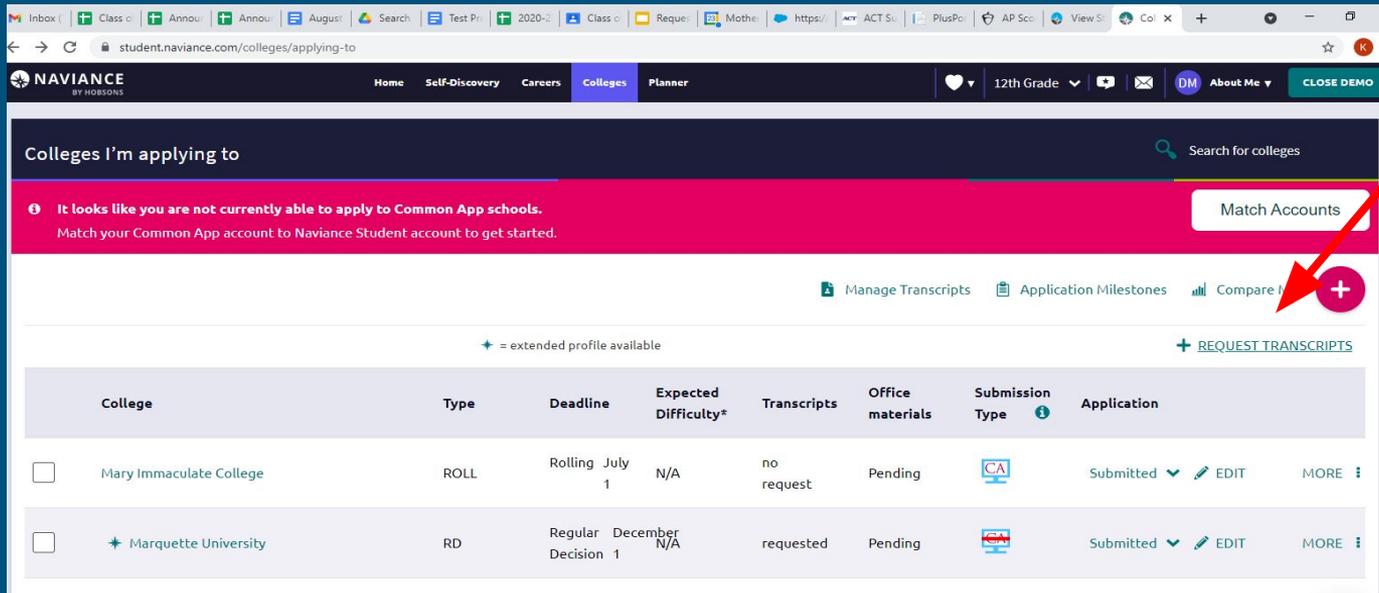
**Format**

N/A

 Show Me This



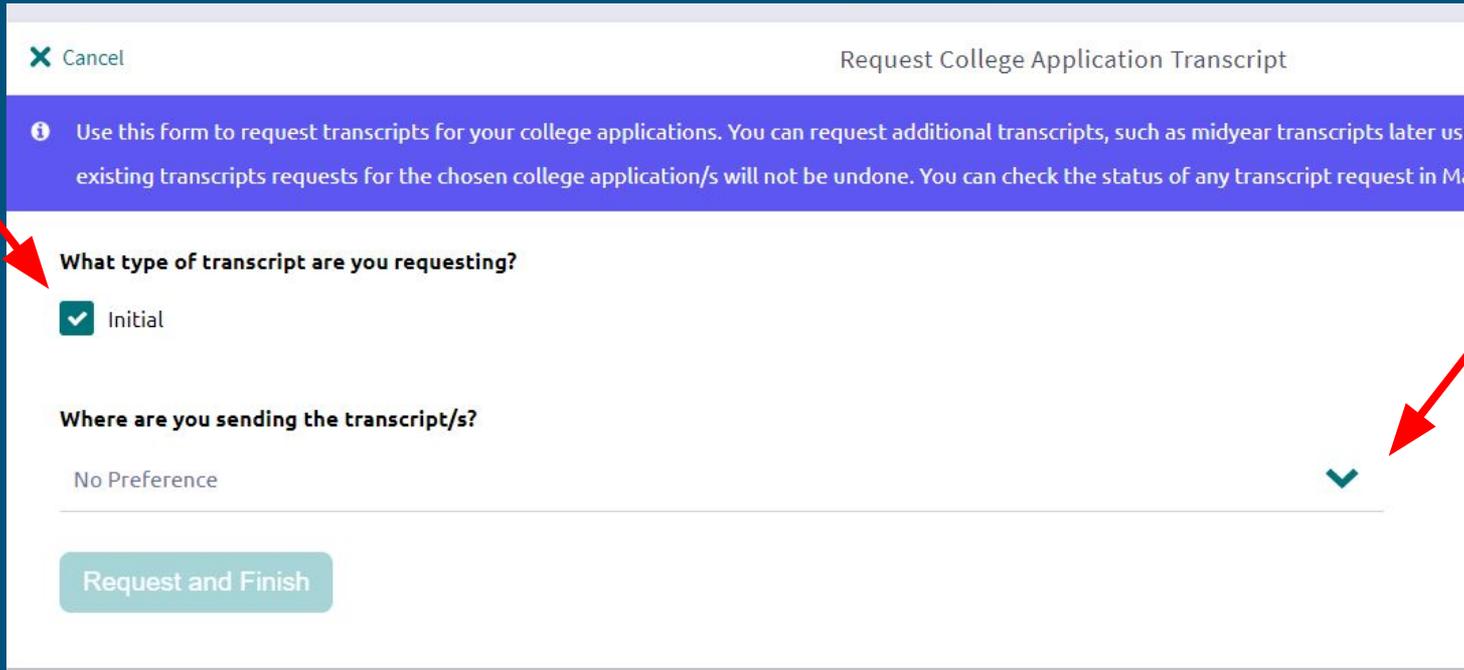
Once you have confirmed submission type, you can click on 'Request Transcripts'.



The screenshot shows the Naviance website interface. At the top, there's a navigation bar with 'NAVIANCE BY HOBSON'S' and menu items like 'Home', 'Self-Discovery', 'Careers', 'Colleges', and 'Planner'. Below this is a search bar for colleges. A pink banner message states: "It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started." Below the banner are links for 'Manage Transcripts', 'Application Milestones', and 'Compare'. A table lists colleges with columns for College, Type, Deadline, Expected Difficulty, Transcripts, Office materials, Submission Type, and Application. A red arrow points to a plus sign icon in the top right corner of the table area, which is used to request transcripts.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Mary Immaculate College	ROLL	Rolling July 1	N/A	no request	Pending		Submitted   EDIT  MORE
<input type="checkbox"/> Marquette University	RD	Regular Decision 1	N/A	requested	Pending		Submitted   EDIT  MORE

Check the 'Initial' box, and click the arrow under 'Where are you sending the transcript(s)'?



**Request College Application Transcript**

**Cancel**

**i** Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in My

**What type of transcript are you requesting?**

Initial

**Where are you sending the transcript/s?**

No Preference 

**Request and Finish**

Check the schools' you would like to send transcripts to.  
Your application **MUST** be submitted before you request transcripts.  
Click 'Done'.

The screenshot shows a web browser window with the URL [student.naviance.com/colleges/applying-to/request-transcripts](https://student.naviance.com/colleges/applying-to/request-transcripts). The page header includes the Naviance logo and navigation links: Home, Self-Discovery, Careers, Colleges (active), and Planner. On the right, there are user profile options (DM, About Me) and a 'CLOSE DEMO' button. The main content area is titled 'Request College Application Transcript' and features a blue informational banner with the following text: 'Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.' Below the banner is a search bar with a magnifying glass icon and the placeholder text 'Start typing'. Two schools are listed with checked checkboxes: 'Mary Immaculate College' and 'Marquette University'. At the bottom of the form is a large green button labeled 'DONE'.

Cancel Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

Close

Start typing

Mary Immaculate College

Marquette University

DONE

# Click 'Request and Finish'.

**i** Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript. Existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

**What type of transcript are you requesting?**

Initial

**Where are you sending the transcript/s?**

Mary Immaculate College

Marquette University



**Request and Finish**



You will now see the transcripts 'requested' on your 'Colleges I'm applying to' page.

Confirmation  
Successfully added college application(s) and received transcript request. Close

### Colleges I'm applying to

Search for colleges

**It looks like you are not currently able to apply to Common App schools.** Match Accounts  
Match your Common App account to Naviance Student account to get started.

Manage Transcripts Application Milestones Compare Me +

\* = extended profile available + REQUEST TRANSCRIPTS

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Mary Immaculate College	ROLL	Rolling July 1	N/A	requested	Pending		Submitted <span>▼</span> <span>EDIT</span> <span>MORE</span>
<input type="checkbox"/> * Marquette University	RD	Regular Decision 1	December N/A	requested	Pending		Submitted <span>▼</span> <span>EDIT</span> <span>MORE</span>

You can also click 'Manage Transcripts' to see the status of your transcripts.

Successfully added college application(s) and received transcript request.

Colleges I'm applying to Search for colleges

**It looks like you are not currently able to apply to Common App schools.**  
Match your Common App account to Naviance Student account to get started. Match Accounts

[Manage Transcripts](#) [Application Milestones](#) [Compare Me](#) +

+ = extended profile available + REQUEST TRANSCRIPTS

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Mary Immaculate College	ROLL	Rolling July 1	N/A	requested	Pending		Submitted <span>▼</span> <a href="#">EDIT</a> <span>MORE</span> <span>⋮</span>
<input type="checkbox"/> <span>★</span> Marquette University	RD	Regular Decision 1	December N/A	requested	Pending		Submitted <span>▼</span> <a href="#">EDIT</a> <span>MORE</span> <span>⋮</span>

# Questions? Contact your College Counselor

Mrs. Lynch

College Counselor

[mlynch@mothermcauley.org](mailto:mlynch@mothermcauley.org)

Ms. Mixan

Director of Student Services

College Counselor, Athletes

[kmixan@mothermcauley.org](mailto:kmixan@mothermcauley.org)