

Requesting Your Transcript via Naviance

1. Visit the Naviance link under your Apps folder on your Chromebook
 - a. Or go to <https://student.naviance.com/hanoverchs>
2. Log in using your log-in credentials
 - a. Use your PowerSchool username and password to sign in
 - b. If you have forgotten your password, you can reset it by selecting “Forgot your password?” above the Log-in button

Welcome to Naviance Student

Your user name and password is the same as your sign in for PowerSchool

Email

Password

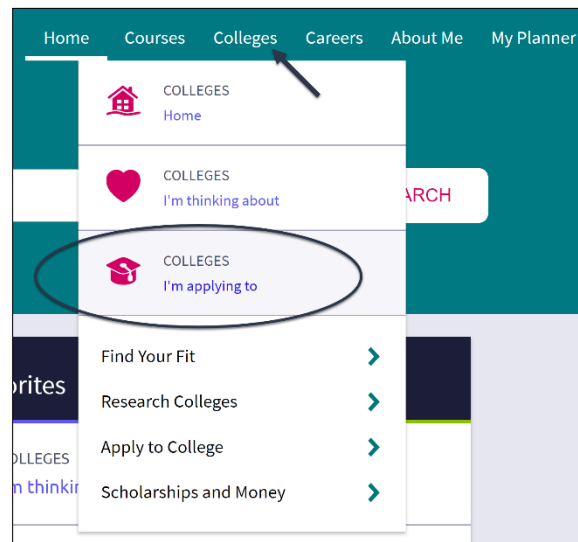
Remember me [Forgot your password?](#)

[Login](#)

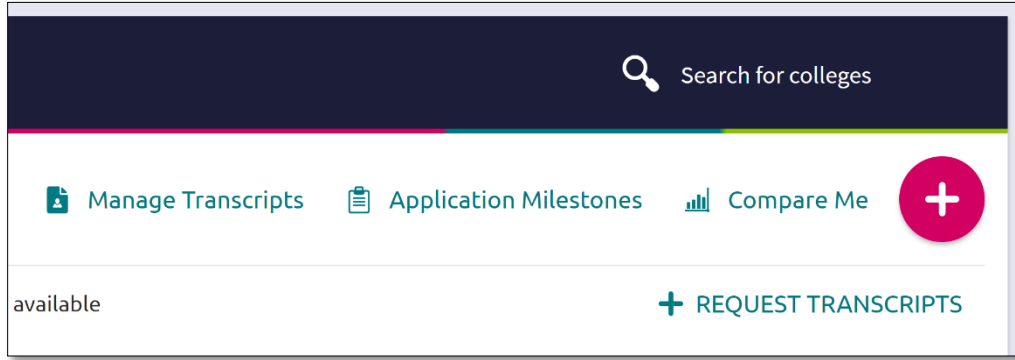
Are you new here?
[I need to register](#)

Hanover Central High Sch
10120 W 133rd St
Cedar Lake, IN 46303-9704
p: (219) 374-3800
[Privacy Policy](#)

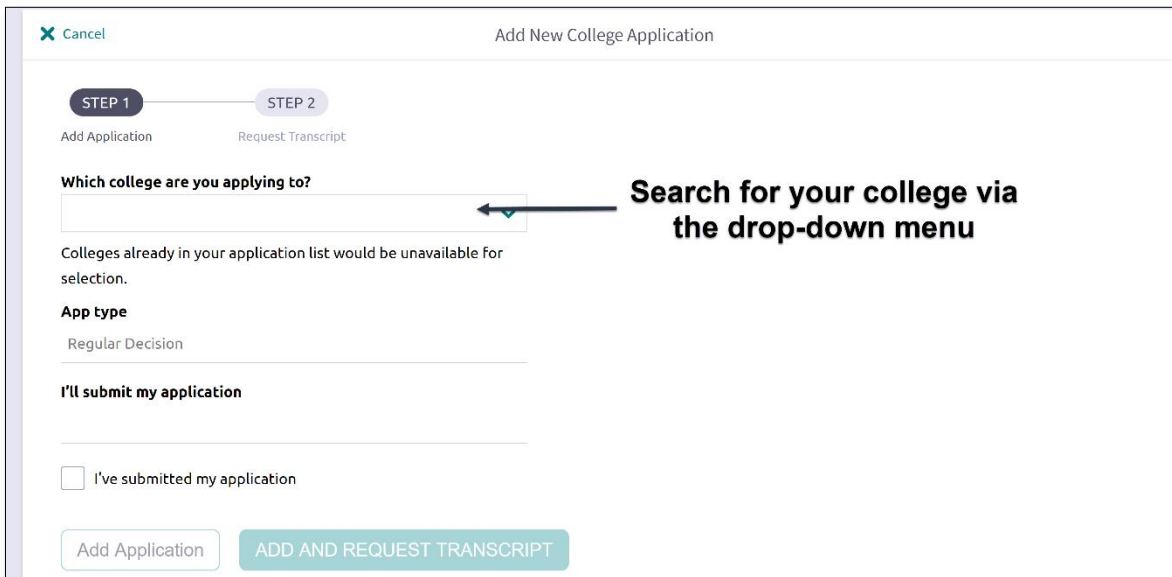
3. Click on “Colleges” in the top right-hand corner and then select “College’s I’m Applying To”



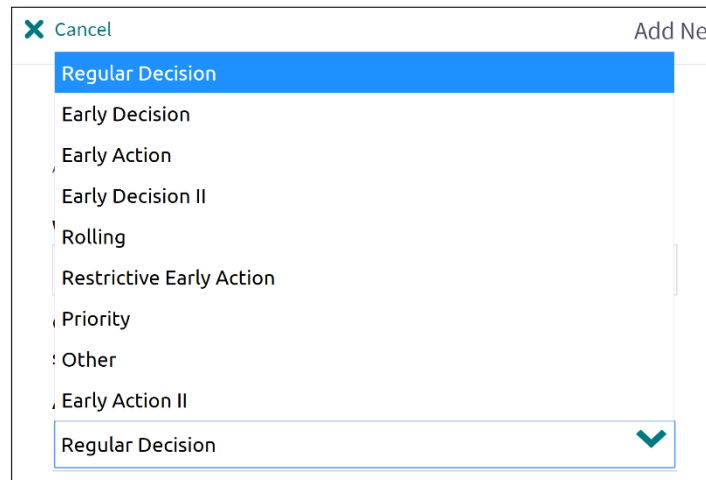
4. Click on the Dark Pink Plus (+) sign on the right-hand side



5. Find the College or University via the drop-down menu
 - a. Or type in the first couple letters in the drop-down menu



6. Select your application type from the drop-down menu



7. Select how you are applying
 - a. For example: via Common App, direct to institution, etc

The screenshot shows a dropdown menu titled "I'll submit my application". The menu is open, showing four options: "I'm not sure yet", "Via Common App", "Direct to the institution", and "I'm not sure yet". The "I'm not sure yet" option at the bottom is highlighted in blue. Below the menu, there are two buttons: "Add Application" and "ADD AND REQUEST TRANSCRIPT".

8. Select "I've already submitted application" if you have already applied to that particular school

The screenshot shows a form with a dropdown menu titled "I'll submit my application". The menu is open, showing two options: "I'm not sure yet" and "I've submitted my application". An arrow points to the "I've submitted my application" option with the text "Check this box if you have already submitted your application". Below the menu, there is a checkbox next to the text "I've submitted my application".

9. Click "Add and Request Transcript"

ADD AND REQUEST TRANSCRIPT

10. Select the Type of Transcript you are requesting
 - a. For applications, you will select "Initial"

The screenshot shows a form titled "What type of transcript are you requesting?". There are two radio button options: "Initial" (selected) and "Final". Below this, there is a section titled "Where are you sending the transcript/s?". There is a dropdown menu with "Purdue University" selected. At the bottom, there is a button labeled "Request and Finish".

11. Select “Request and Finish”

Request and Finish

12. You will now see your completed request in your “Colleges I’m Applying To” list

The screenshot shows a web interface titled "Colleges I'm applying to". At the top right, there is a search bar with the text "Search for colleges". Below the search bar are three navigation links: "Manage Transcripts", "Application Milestones", and "Compare Me", followed by a red circular button with a white plus sign. A legend indicates that a green plus sign means "= extended profile available". To the right of the legend is a link that says "+ REQUEST TRANSCRIPTS". Below this is a table with the following columns: College, Type, Deadline, Expected Difficulty*, Transcripts, Office materials, Submission Type (with an information icon), and Application. The table contains one row for "Purdue University" with the following details: Type is "RD", Deadline is "Regular January Decision 1", Expected Difficulty is "N/A", Transcripts is "requested", Office materials is "Pending", Submission Type is "CA" (with a computer icon), and Application is "Submitted" (with a dropdown arrow).

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Purdue University	RD	Regular January Decision 1	N/A	requested	Pending		Submitted