

How To REQUEST A TRANSCRIPT ON NAVIANCE

Current Chesterton High School Students

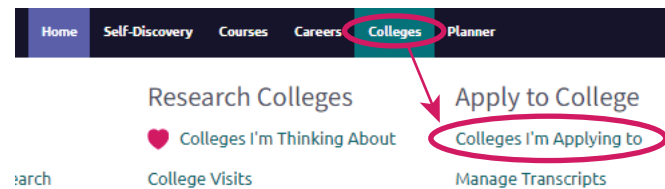
Step 1

Log onto Naviance Student. Sign in using Clever. Your username and password are the same as your Canvas and Skyward login.



Step 2

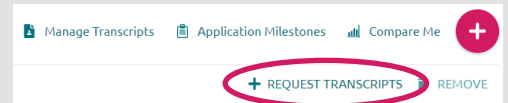
Click on 'Colleges', then 'Colleges I'm Applying To'



Step 3

If your school is listed, click on '+ Request Transcripts'

If the school that you want to send your transcript to is not on the list, click the **+** on the right hand side of the screen to add the school to your list.



Step 4

Select what type of transcript is needed.

Do not select SAT or ACT scores.

Type in the school of where you want to send the transcript.

Click on 'Request & Finish'

What type of transcript are you requesting?

- ☐ Initial
- ☐ Mid year
- ☐ Final

What additional materials, if any, do you want included?

- ☐ Unofficial SAT Scores
- ☐ Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference

Request and Finish

Step 5

Your counselor will receive a notification that you have requested a transcript. They will release it to your chosen school once it becomes available.