

How to request your CP high school transcripts for College Applications and Scholarships:

College Pathways uses Naviance to electronically submit college admissions materials (transcripts, counselor reports, school reports, school profile, recommendations, etc.) These are the detailed steps you will need to follow to ensure materials are sent correctly and efficiently.

Go to: <https://connection.naviance.com/tcacr>

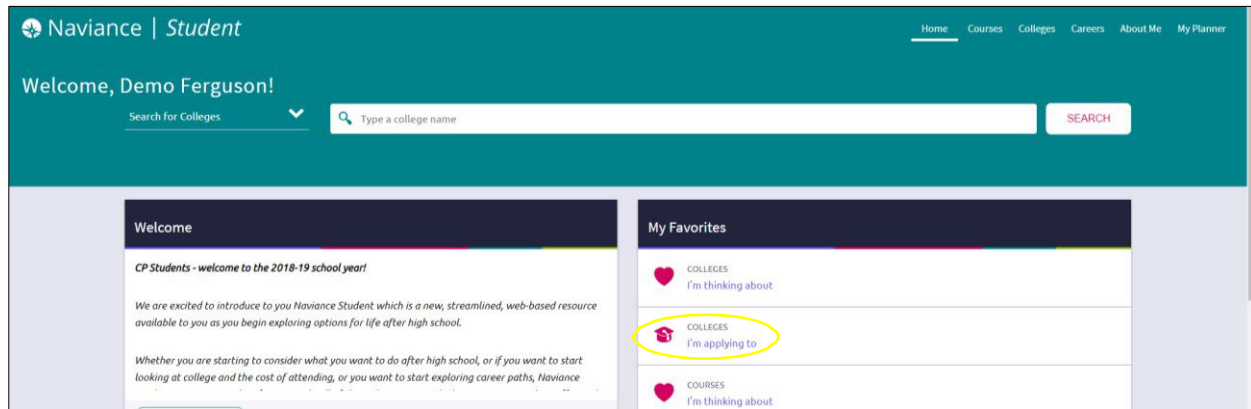
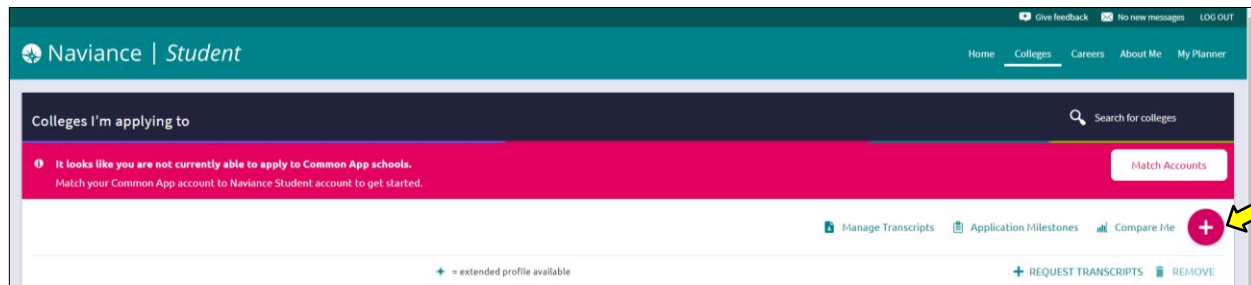
User ID: your Infinite Campus student ID #

Password (the default): first initial of first name, first initial of last name, date of birth (mmddyy)

(For example: Joey Sample, birthdate 6/10/2000 – his password would be: **js061000**)

If your User ID and/or Password are not working, please email Tami Toma to request a Password Reset (ttoma@asd20.org)

This is the welcome screen. From here, click on the link **Colleges I'm applying to** under the Colleges section.



Click the **Add button (Pink Plus)** in the upper right 

Follow **STEP 1** to add the college where you plan to apply.
Use the drop-down to select the college. You can begin typing the school name to see potential matches.
Use the drop-down to select the application type (regular, early decision, etc.)

If you select **Add and Request Transcript** now, this screen will pop-up and ask you what type of transcript you need and if you want your unofficial test scores included. Be sure to click **Request and Finish** to complete your transcript request.

You will repeat this process if you want to add more colleges to your list and request transcripts for any other schools.

Click **Request and Finish** to complete your transcript request.

If any of the schools you are applying to use the **Common Application** (<https://www.commonapp.org/>), you will have to match your Naviance account to your Common App (CA) account. You will see this message until you match your accounts.

The screenshot shows the 'Common App Account Matching' interface. At the top, a pink banner 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.' A 'Match Accounts' button is highlighted in the top right. Below the banner, a yellow note says: 'Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.' The main content area is divided into 'Get Started with Common App' and 'TIPS'. The 'Get Started' section lists two steps: 'Create a Common App account on Common App Online' and 'Sign the Common App (CA) FERPA Waiver on Common App Online'. The 'TIPS' section lists three points: 'Mark sure you use the email address that you chose for your Common App account.', 'Make sure that last name on your Naviance Student account matches the last name you used to create your Common App account.', and 'Make sure the date of birth on your Naviance Student account matches the date of birth on your Common App account.' Below this, a section titled 'Match Your Accounts' asks for the email address and date of birth. The 'Common App Email Address' field is highlighted with a yellow box and an arrow pointing to the first tip. The 'Date of Birth' field is highlighted with a yellow box and an arrow pointing to the third tip. At the bottom, there are two buttons: 'Match Accounts' and 'I don't need this'.

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

Close

Common App Account Matching

Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

• Create a Common App account on [Common App Online](#)

• Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

TIPS

These tips will help you successfully match your accounts.

- Mark sure you use the **email address** that you chose for your Common App account.
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

01/01/2001

Match Accounts

I don't need this

Be sure to click on the link to sign the CA FERPA Waiver. This will waive your right to see recommendations and to authorize us to send your records.

The email address and date of birth must match what you used to complete the CA!