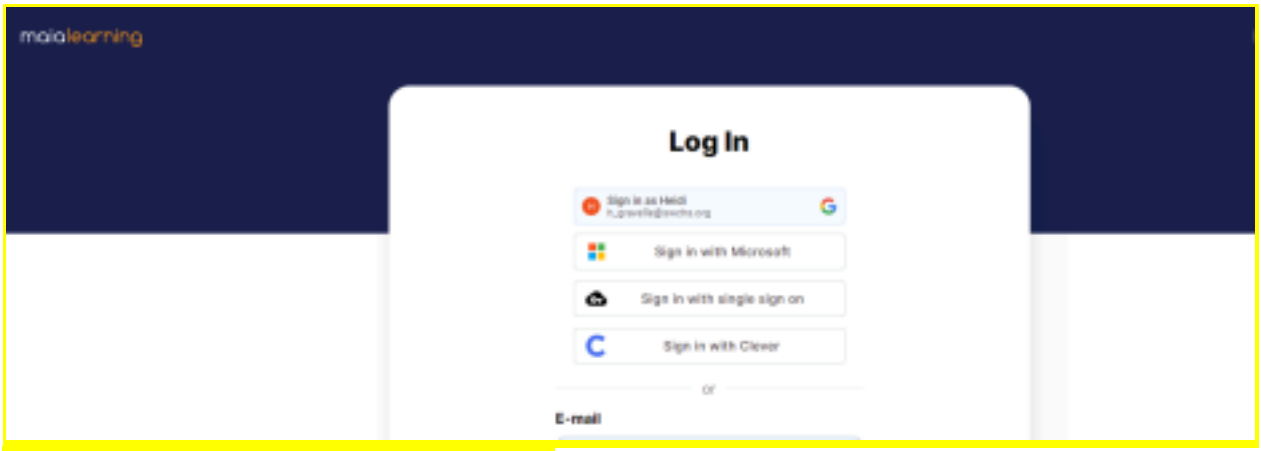
How to request your transcript through Maia Learning:

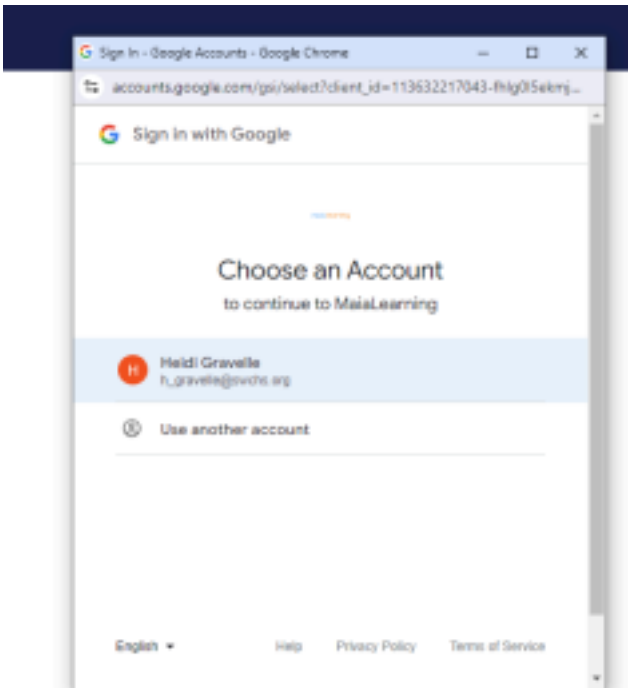
*Log into https://www.maialearning.com/



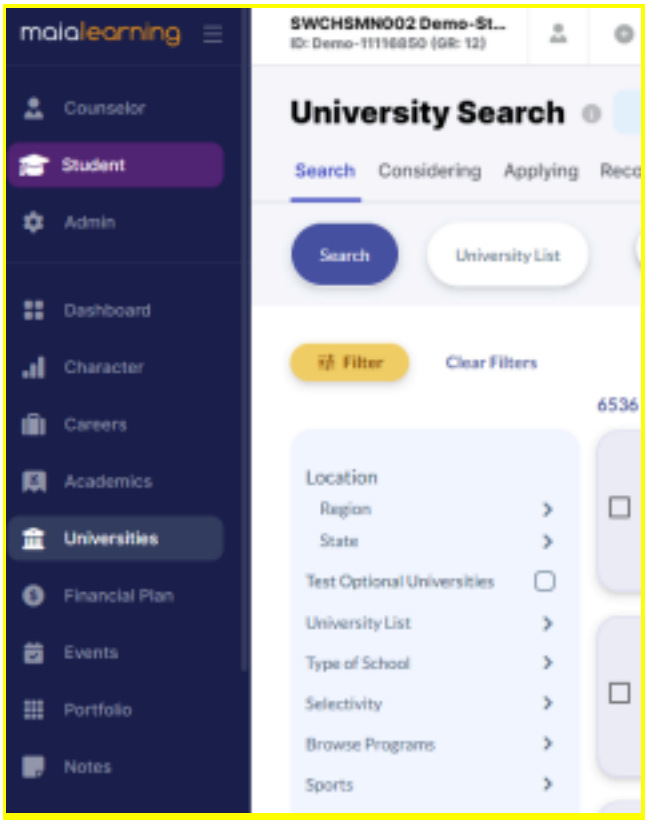
*Click on the (Google) option



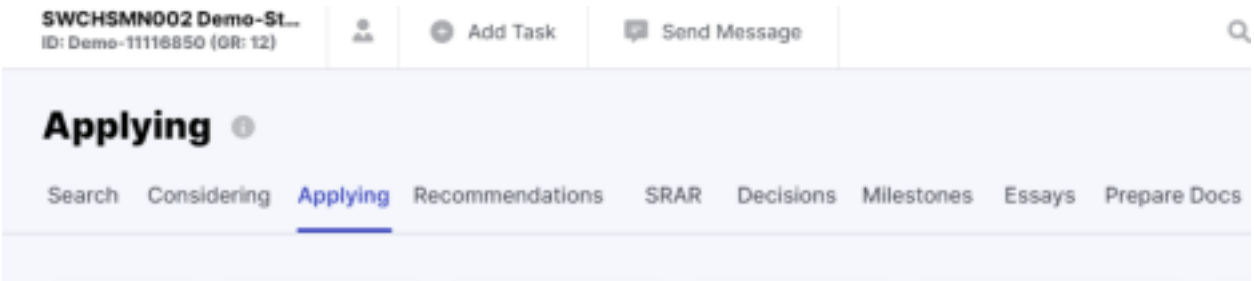
*Choose your Southwest email address



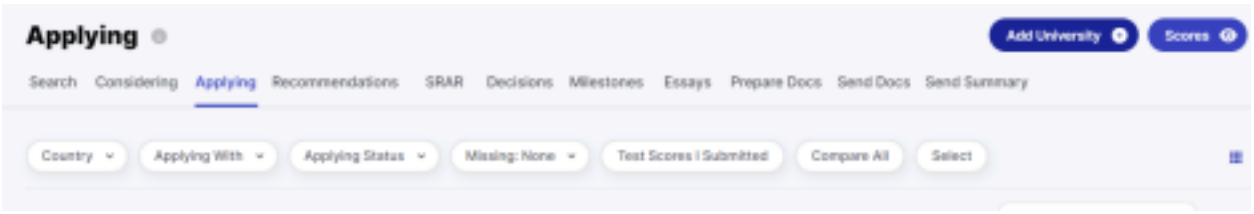
***Go to Universities (on the left side of your screen)**



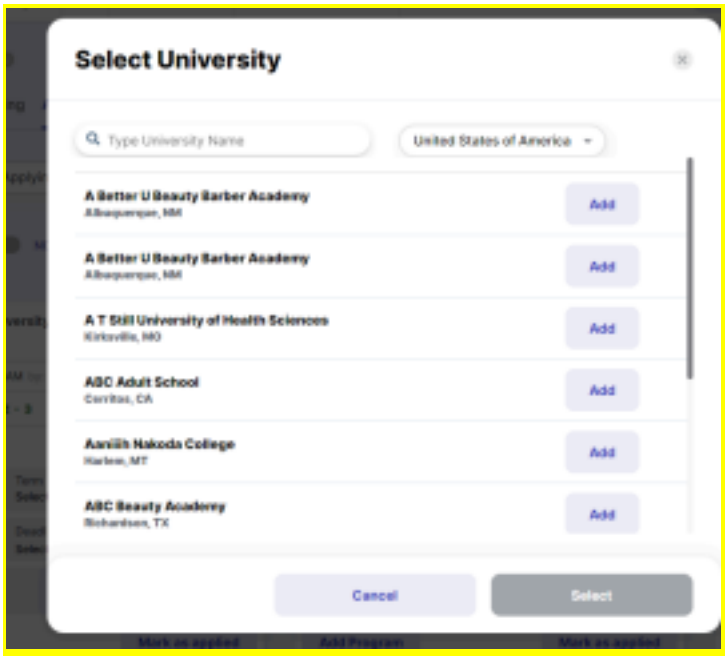
*Click on “Applying”(on the top of your screen)



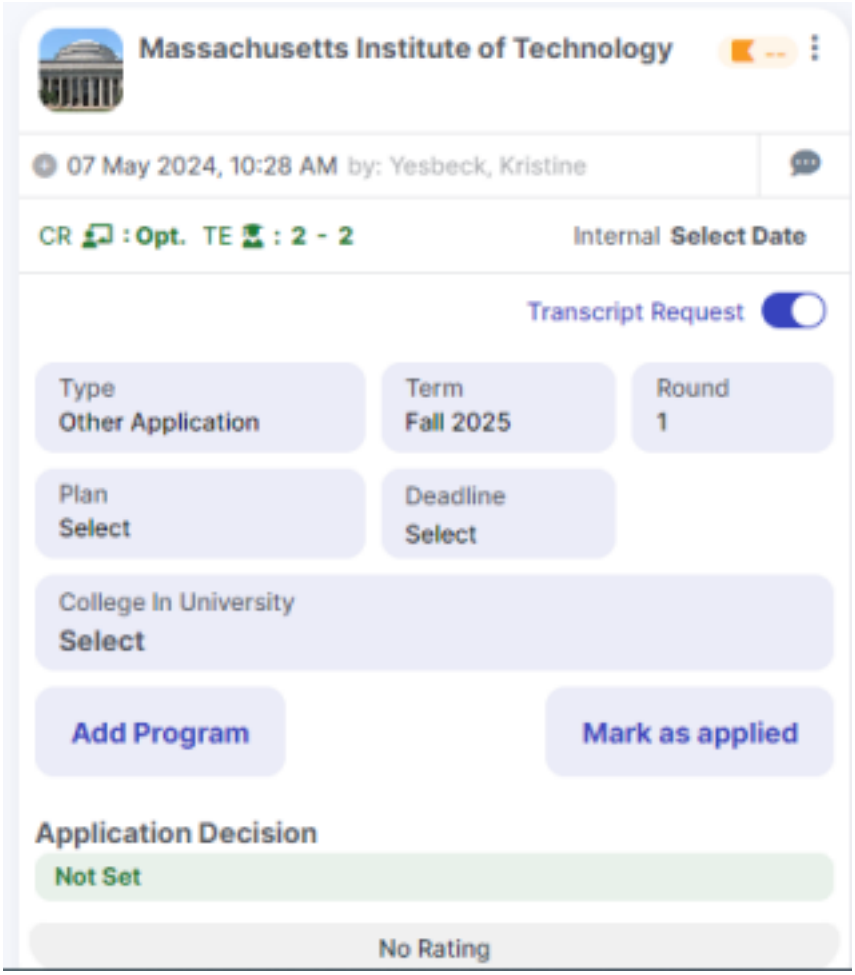
*Click on “Add University”(upper right corner)



*Type in the college that you would like your transcript sentto and click on “add”



*Once you have added your college you will fill in the following information (Type of application,term etc) Once that information is selected then you will tap on “request a transcript” and the tab will slide over and turn blue.



*Once you have followed these steps then we will receive the request and send it off to your school!!