

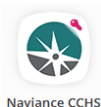
HOW-TO REQUEST TRANSCRIPTS in NAVIANCE

Students → go to www.ccisd.net. Click on *Managed Bookmarks* located at the top left of the CCISD home page. Click on *Single Sign-On Portal*. Or use *Google Chrome, single sign-in* to log in to Naviance: <https://ssportal.ccisd.net/>


Login: Student ID@ccisd.net

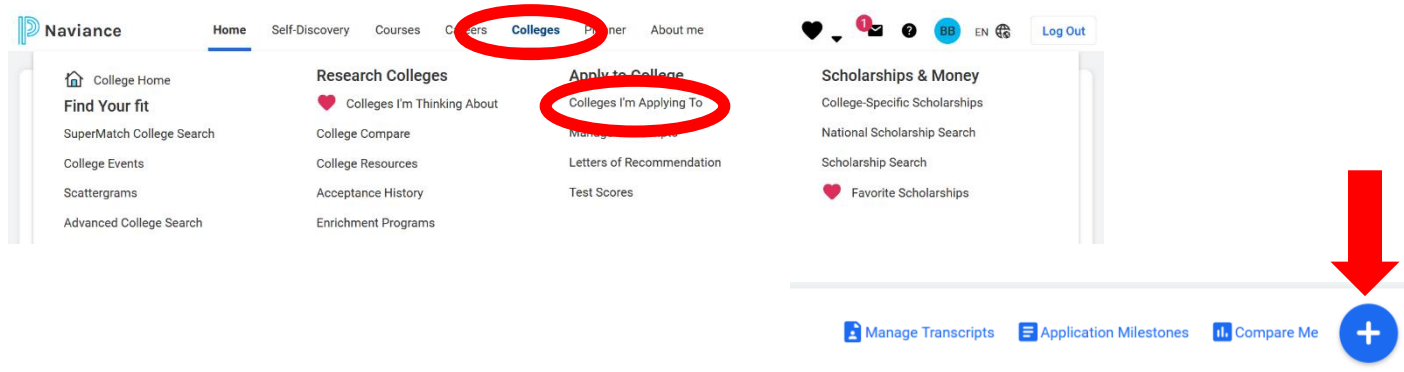
Password: Lunch Pin with 0's

Scroll down and click on the Naviance icon. This should then direct you to your personal Naviance home page.



→ → Requesting OFFICIAL Transcripts for COLLEGE APPLICATIONS:

1. Once you have submitted your college application and are ready to request a transcript, click on the "Colleges" tab, then "Colleges I'm Applying to". If your college is not there click on the  to add it. Make sure you designate how you'll be submitting your application - via *Direct to Institution* (Apply Texas applications will go here) or the *Common Application*. If *Common Application*, be sure you match your Common App account to your Naviance account (will be at the top in red – "Match Accounts")



2. Then select your deadline, how you'll submit your application (Direct to Institution/Apply Texas or Common App) & that you have submitted your application. When complete, click the "Add and Request Transcript" button.

- If your college is already in your list of Colleges You Are Applying To, click on the box next to the college(s) you need to request a transcript from, then click **“Request Transcripts”** fill out the information and click the **“Request and Finish”** button.

College	App Type	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type	Application
<input checked="" type="checkbox"/> Texas A & M University-College Station	Regular Decision - Fall 2025	Dec 1	N/A	Requested	Initial materials submitted	Unknown	EDIT M

- Select **“Initial”** then **“Request and Finish”**.

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?


Stephen F Austin State University

Request and Finish

Don't forget: There is a \$2.00 fee per transcript request. You may request a fee waiver for transcripts if you qualify for free/reduced lunch. Transcript fees may be paid through the Registrar's Office.

Watch Detailed Video Here: <https://www.screencast.com/t/LMtSlif3e1>

→ → **Requesting OFFICIAL Transcripts for SCHOLARSHIPS or OTHER REASONS:**

Click the **“Colleges”** tab. Click **“Manage Transcripts.”** Then click on the  symbol and click **“Other Transcript.”** Complete the form making sure to list the name and address where the transcript should be sent, include any other application information in the **“Notes”** section then click **“Request and Finish.”**

Careers **Colleges** Planner About me

Apply to College

Colleges I'm Applying To

Manage Transcripts

Letters of Recommendation

Test Scores

What type of transcript are you requesting?

Initial

What is this transcript for?

Scholarship

Athletics

Other

Other Notes: Examples of things you will put in this section:

- Please email an unofficial copy of my transcript to...
- I am requesting a personal copy of my unofficial transcript. Indicate preferred method of delivery (mail home, pick up at registrar, or email)
- I need an official copy of my transcript for the XYZ scholarship. I must mail it with the application. I will bring my completed scholarship application to you with a stamped envelope for you to mail with the transcript.
- The more detail you provide, the better!

Manage Transcripts

Search for colleges

College Applications

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear
		College Application Transcript				
		Other Transcript				