

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/tcacp>

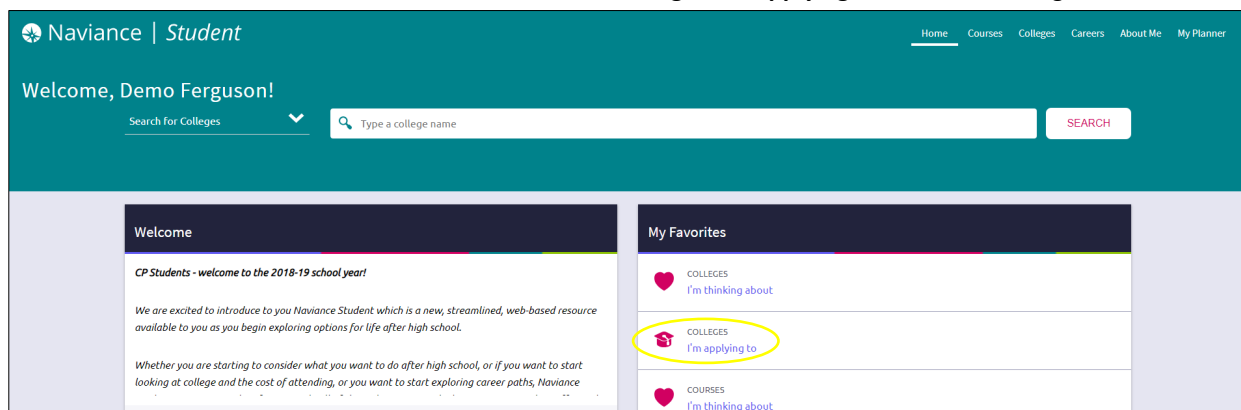
User ID: your Infinite Campus student ID #

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

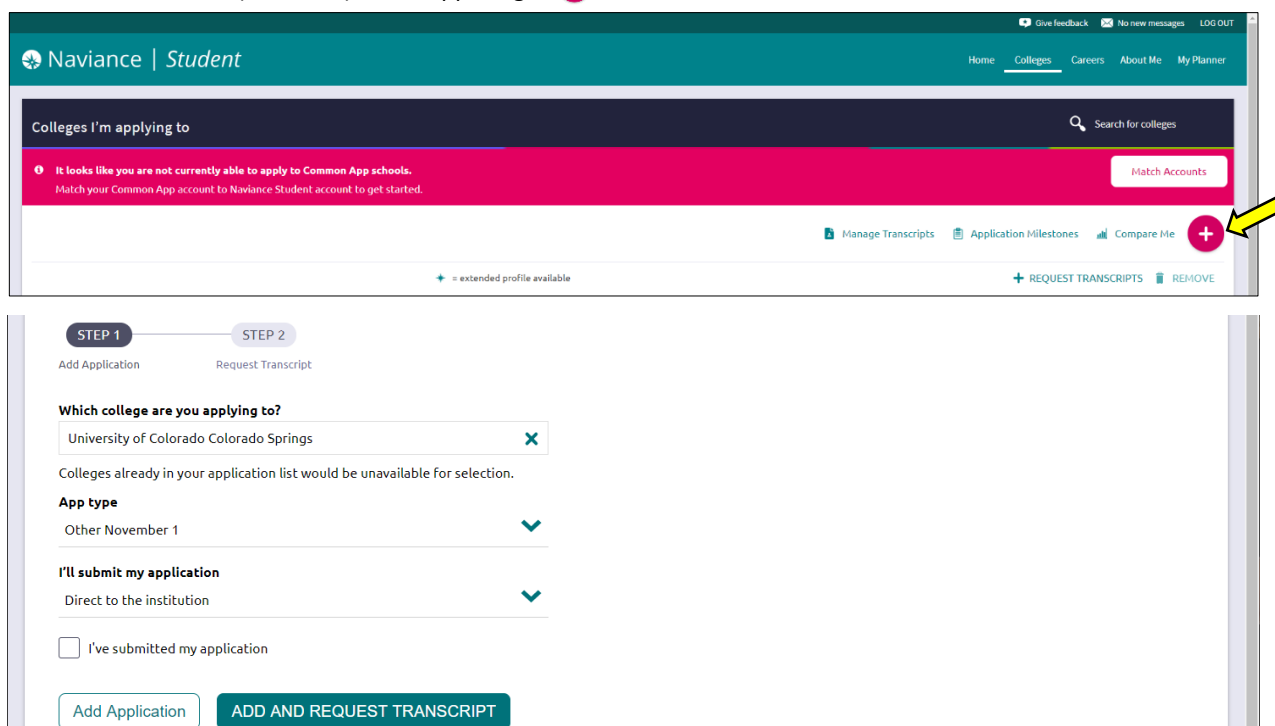
(For example: Joey Sample, birthdate 6/10/2000 – his password would be: **js061000**)

If your User ID and/or Password are not working, please email Tami Saldana to request a Password Reset (tsaldana@tcattitans.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.*)

Use the drop-down to select how you will submit your application or use the check box to indicate the app has already been submitted.

From this point, select either **Add Application** or **Add and Request Transcript**.

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.

Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

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?

University of Colorado Colorado Springs

Request and Finish

You can click on all three types of transcripts, or one at a time throughout the school year. It will be up to you to remember to request the others (at the end of the fall semester and again at the end of the school year) if you don't select them all now.

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

If you need to request an official transcript for a **Scholarship** or for **Athletics (NCAA, NAIA, etc.)**, you can request it by following these instructions:

Navigate to **Colleges > Apply to College > Manage Transcripts**

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

Select **Other Transcript**

Complete all the required fields; do not forget to put in a due date

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 **MUST** match your Naviance account to your Common App (CA) account. You will see this message until you match your accounts.

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

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!