

NAVIANCE INSTRUCTIONS & HOW TO REQUEST A TRANSCRIPT

Mr. Dawson will be sending out emails through Naviance, so ***please check your student email on a regular basis***. The below instructions will cover the following:

- How to log into your **Naviance Account**
- How to **Request transcripts** to colleges and scholarships

1) Log into your Naviance Account - <https://student.naviance.com/bothellhs>

- a) User name: **1234567** Your Student ID#
- b) Password: **02022001** Your 8-digit Date of Birth

2) Front Page - Upper Right-Hand Corner

- a) **Home** - if you get lost, just click home
- b) **Inbox Messages** - always check your messages
 - a) **About Me** - Your profile and information
 - b) **My Planner** - Planning for Goals, To Do's and Tasks

3) Below Message Boxes:

- a) **Welcome Box** - There will be announcements from Mr. Dawson located here
- b) **My Favorites** - Short cuts
- c) **Important To-Dos and Tasks** - Tasks you must complete for High School and Beyond Plan.
- d) **What's New** - Any event hosted by the College and Career Center will be listed here and you must sign up for any event!
 - a) College Visits
 - b) Information Sessions

4) How to **Request Transcripts**:

Naviance Transcript requests DO NOT APPLY TO COMMON APPLICATION TRANSCRIPT REQUESTS OR ANY OTHER ELECTRONIC REQUESTS THAT REQUIRE YOU TO INVITE YOUR COUNSELOR TO COMPLETE A PORTION OF YOUR APPLICATION. Naviance transcript requests are simply replacing

the 'Transcript Request Form' students previously had to complete to receive an official transcript.

- a) From the front/home page, click on Colleges ***'I'm applying to'*** under ***'My Favorites'***
- b) Click on **red '+'** sign
- c) Search for college you are applying to that requires a transcript
- d) Application type
 - a) Regular Decision
 - b) Early Decision
 - c) Early Action, etc.
- e) Click on ***'Add and Request Transcript'***
- f) Click on type of transcript you are requesting and select ***'Initial'***.
- g) **No additional materials can be requested - test scores must come from testing agency.**
- h) Click ***'Request and Finish'***.
- i) **Repeat process for additional schools.**