

## **How to order your transcript?**

Log-in to Naviance (from AAHS log-in's page)

Click on "Colleges I am applying to" on your main home page.

Click on the 'Red Plus' on the upper righthand corner

Start typing in the name of the college (Do not abbreviate in most cases) and click on the name of the college when it comes up.

Click on Application type and put in appropriate application (Early Action, Regular, etc) (if it applies to you)

Click on "I'll submit my application" (via Common App or direct to application) (if applicable)

Click on "I have submitted my application" and "Add and Request Transcript"

On the next Screen click on "Initial Transcript" if it's the first time you have sent it.

Click on "Request and Finish"

Fill out and sign the Blue Transcript Release form at Ms. Olsen's (College/Career Center) desk.