Request Transcripts Using Naviance

Transcripts, at the Click of a Button, with Naviance

1. **LOG IN**
   - Log in to your my.springisd.org account.
   - Select the Instructional section and click on Naviance Icon.

2. **REQUEST**
   - Once logged in, find the Colleges tab at the top right of the Naviance Student homepage and click on it.

3. **SELECT YOUR COLLEGE**
   - Click on COLLEGES I’m applying to.
   - From here, you may search for schools to add to your list by clicking on the pink button on the right and then typing in the college you want to search for.

4. **REQUEST YOUR TRANSCRIPT**
   - When you add schools, be sure you do the following:
     1. Complete the required drop downs and check the box to ADD AND REQUEST TRANSCRIPT in Step 1:
     2. Check Initial transcript and REQUEST AND FINISH to finalize.

5. **UNSURE ABOUT THE DELIVERY?**
   - You may always click on Manage Transcripts to check on the status.

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