



Request Transcripts Using Naviance

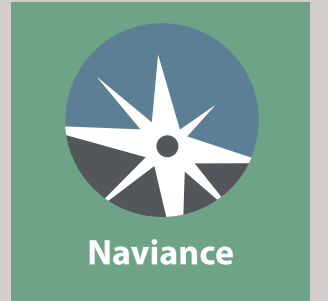
Transcripts, at the Click of a Button, with Naviance

1.

LOG IN



Log in to your my.springisd.org account.
Select the Instructional section and click on Naviance Icon.

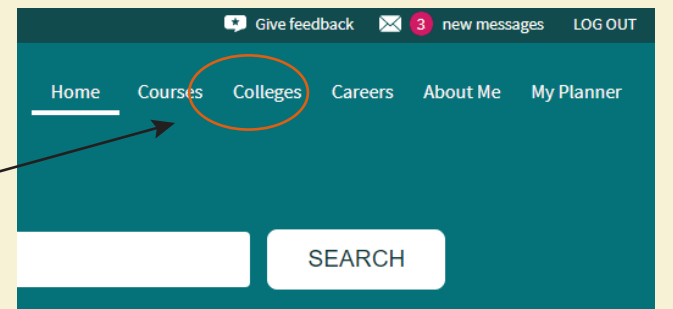


2.

REQUEST



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

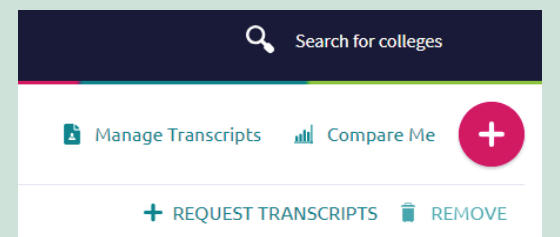


3.

SELECT YOUR COLLEGE

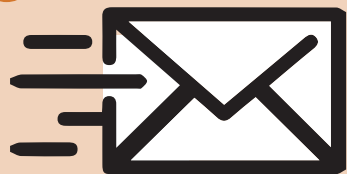


Click on COLLEGES I'm applying to
From here, you may search for schools to add to your list by clicking on the pink button + on the right and then typing in the college you want to search for.



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.

STEP 1

Add Application

Request Transcript

Which college are you applying to?
University of Missouri Kansas City

App type
Regular Decision

I'll submit my application
Direct to the institution

I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT

STEP 2

Add Application

Request Transcript

What type of transcript are you requesting?
 Initial
 Final

Where are you sending the transcript/s?
University of Missouri Kansas City

Request and Finish

5.

UNSURE ABOUT THE DELIVERY?



You may always click on Manage Transcripts to check on the status.

