

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>

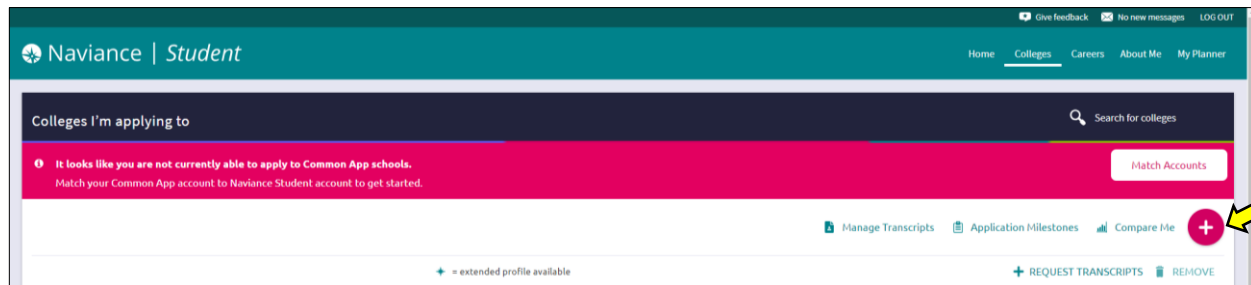
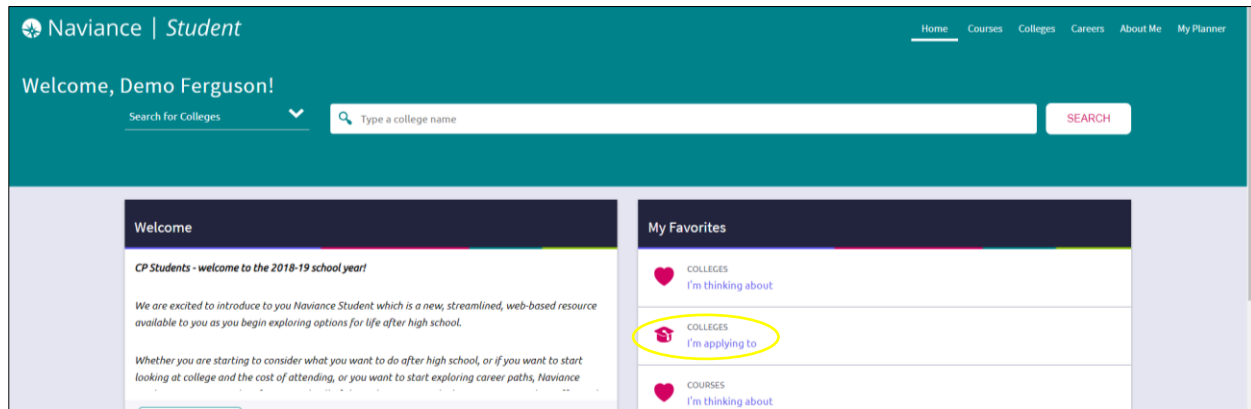
User ID: your Infinite Campus student ID #

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 Toma to request a Password Reset (ttoma@asd20.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.

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; don't 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 will have to match your Naviance account to your Common App (CA) account. You will see this message until you match your accounts.

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!