How to request your <u>CP high school transcripts</u> 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 or Brie Weger to request a Password Reset (ttoma@asd20.org or bweger@asd20.org).

This is the welcome screen. From here, click on the link **Colleges I'm applying to** under the Colleges section.
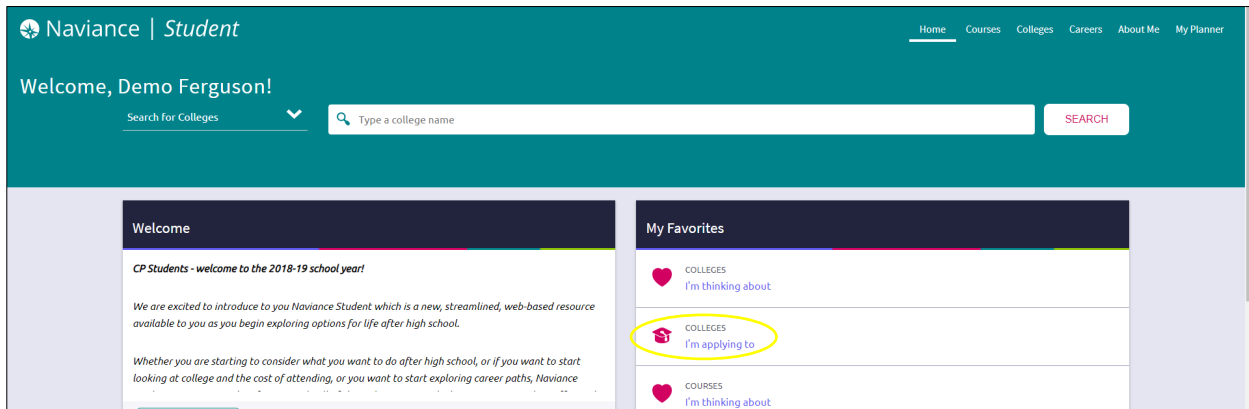
Click the **Add** button (**Pink Plus**) in the upper right
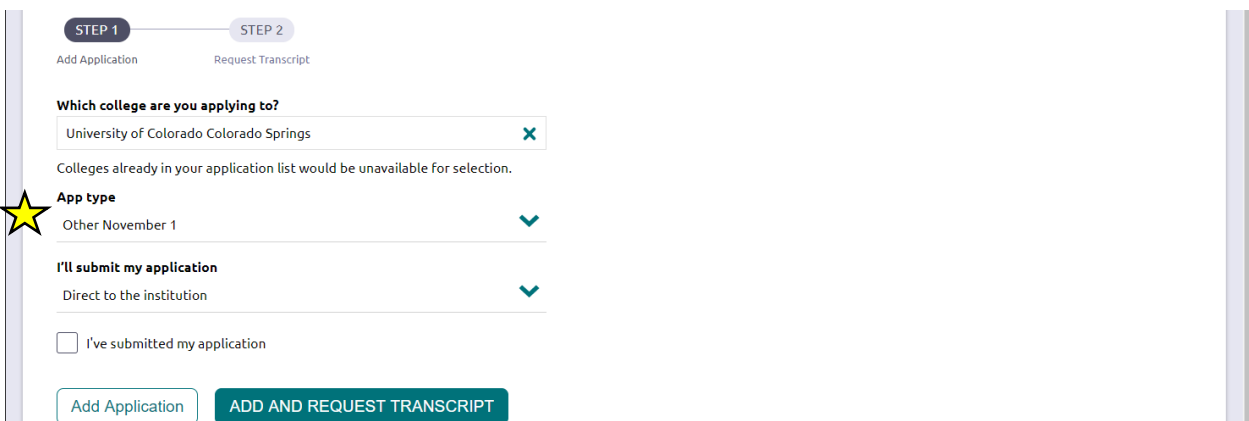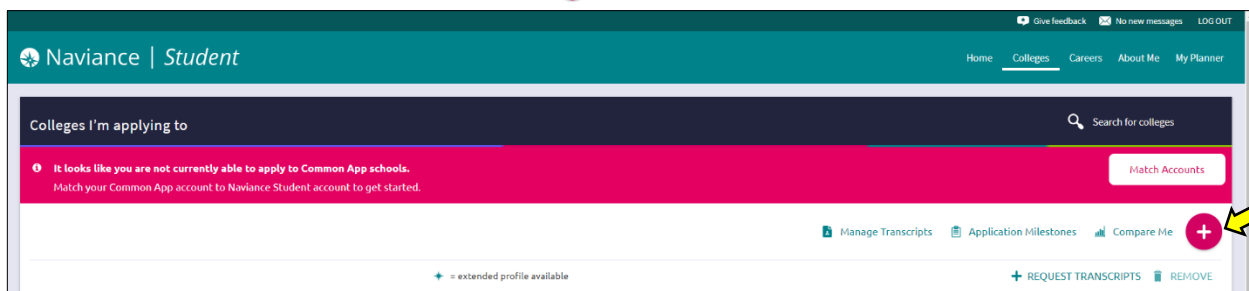
Follow STEP 1 to add the college where you plan to apply.
Use the drop-down to select the college. You can begin typing the school name to see potential matches.
Use the drop-down to select the **App Type** (*BE AWARE* – every college has a different app type, so be sure to read the options carefully!)

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 can click on all three types of transcripts, or one at a time throughout the school year. It will be up to you to remember to request the others (at the end of the fall semester and again at the end of the school year) if you don't select them all now.

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; do not 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 MUST 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!