**SENIORS:** TO REQUEST TRANSCRIPTS FOR COLLEGES

Log in to Naviance at student.naviance.com Enter our zip code (44070), click Go, then click *North Olmsted High School*.

Enter your lastname.firstname (do not enter your email) and your password. All passwords were reset so you may need to click *Forgot Password* and then check your nolmsted email for the password reset info.

Then click *login*

*(You can also login through Clever)*

* At the home page, click Colleges I’m Applying To
* Click the plus button to the right of Manage Transcripts
* Under Which College are you applying to, type the **full name** of the college ~ no abbreviations. Examples: Cuyahoga Community College District, Cleveland State University, Lorain County Community College
* **Under App type ~ check what is appropriate**
* **Under I’ll Submit my Application ~ check what is appropriate**
* Check I’ve submitted my application (because you should have applied to the college already)
* Click Add and Request Transcript
* Under What type of transcript are you requesting ~ Click Initial

Ignore the additional materials section. WE DO NOT SEND ACT/SAT SCORES. THOSE MUST BE SENT DIRECTLY FROM THE TESTING AGENCY.

* Then scroll down and click ~ Request and Finish