

Transcript Request Instructions

Log in to Naviance through CLEVER:

<https://www.browardschools.com/sso>

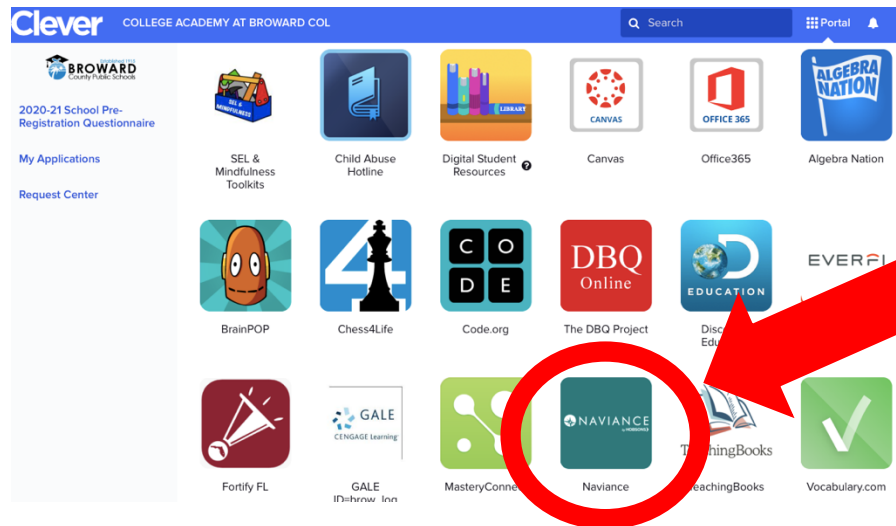
Username: 06-student number

Password: Pmm/dd/yyyy

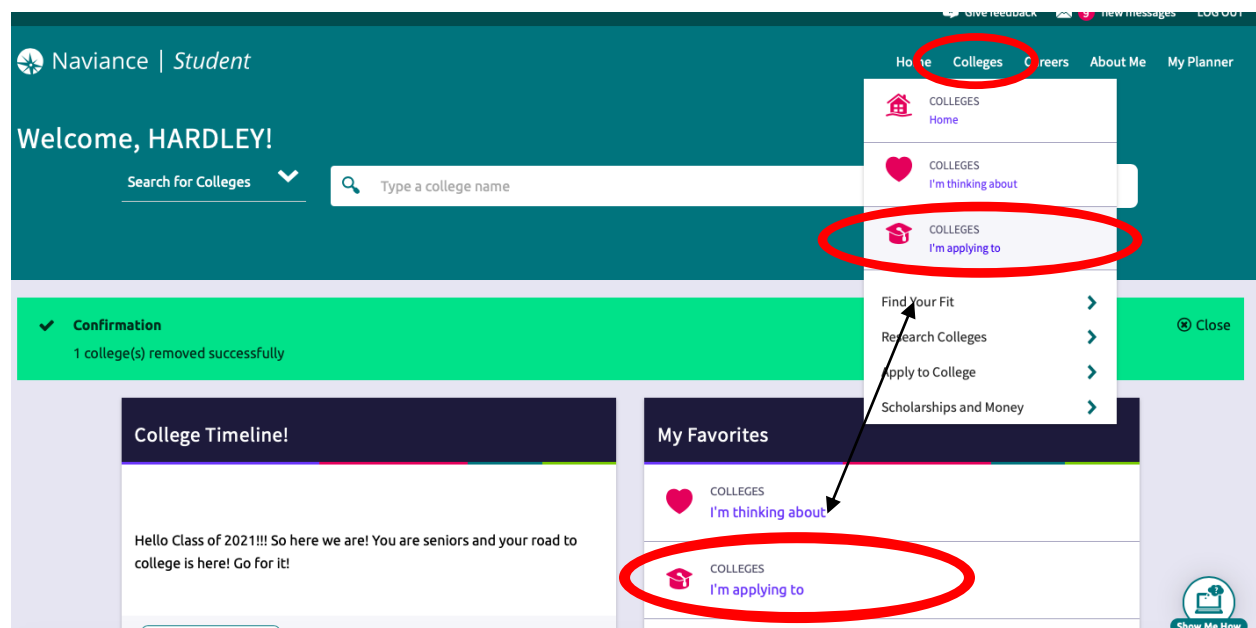
Once you are logged in, click on the Naviance app:

Before you start:

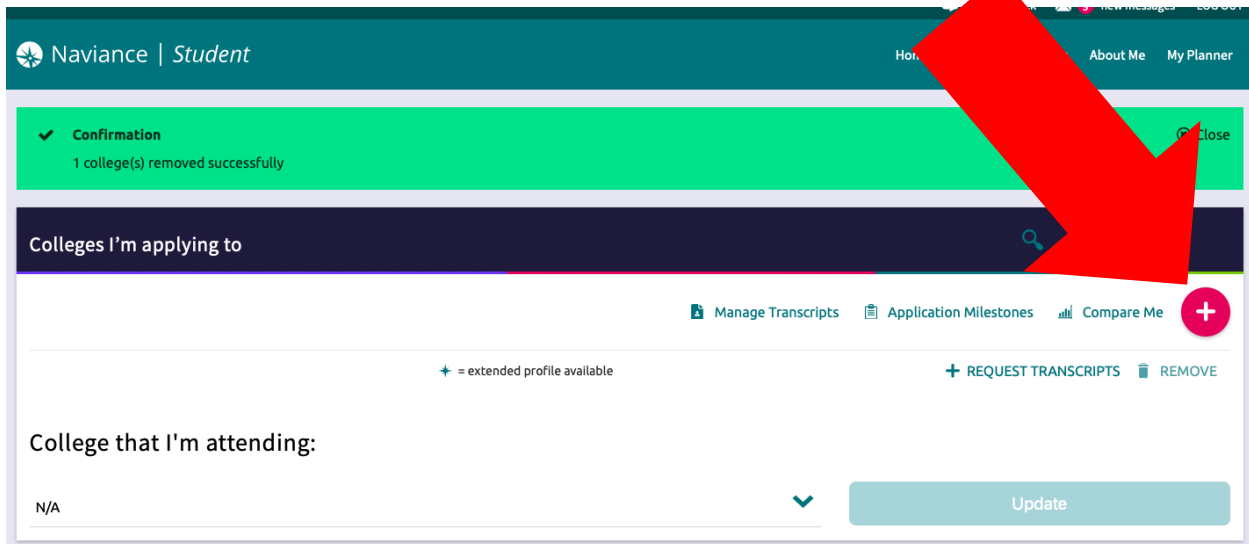
- These instructions are for transcript requests for university admissions.
- If you applied on the COMMON APP or COALITION, you DO NOT NEED TO REQUEST A TRANSCRIPT HERE! That is done by your counselor directly IN the COMMON APP/Coalition.



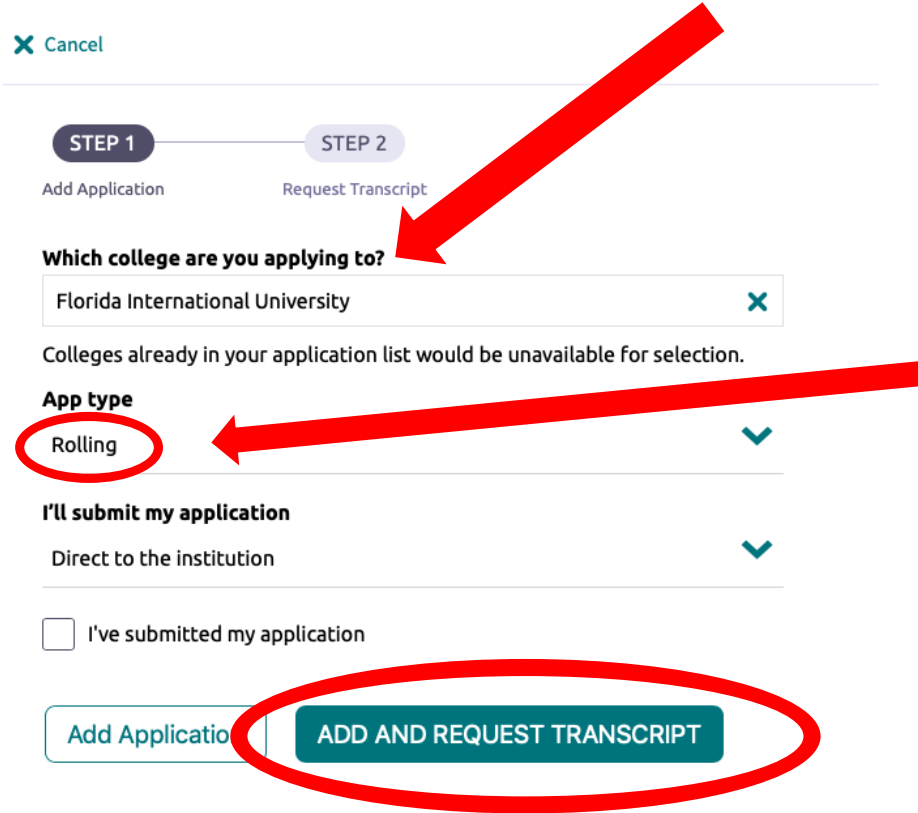
In Naviance, click on the "COLLEGES" tab on the upper right side
→ in the drop down menu, select "COLLEGES I'M APPLYING TO"



Click on the pink + button to add colleges to your list



Use the search bar to search for the college you are entering



List the type of application you are submitting (regular decision, Early action, rolling, etc)

PLEASE NOTE: there may be options that DO NOT APPLY to the school!! It is your responsibility to KNOW which type of application you are submitting

Click "ADD AND REQUEST TRANSCRIPT" once you finish

SELECT **"INITIAL"** for "TYPE OF TRANSCRIPT"

Click "REQUEST AND FINISH" button

Cancel

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

STEP 2

What type of transcript are you requesting?

Initial

Final

Where are you sending the transcript/s?

Florida International University

Request and Finish

Show Me How

You can check the STATUS of when it was sent by looking under **"OFFICE MATERIALS"**
If it says pending, it has not been sent from CA yet. If it says SENT, it was sent to the university and you much check with the *UNIVERSITY* on the status

Naviance | Student

Home Colleges Careers About Me My Planner

Colleges I'm applying to

Search for colleges

Manage Transcripts Application Milestones Compare Me

+ = extended profile available + REQUEST TRANSCRIPTS REMOVE

| College | Type | Deadline | Expected Difficulty* | Transcripts | Office materials | Submission Date | Application |
|----------------------------------|------|----------|----------------------|-------------|------------------|-----------------|-------------|
| Florida International University | ROLL | - | N/A | requested | Pending | Unknown | EDIT MORE |