**Step by Step:
Applying to College/Universities on Naviance**

**Step 1:** On the home screen click on colleges I’m applying to.



**Step 2:** Click on the **+** sign to add the college that you will be applying to.

 

**Step 3:** Type in the college you are applying to. Make sure to click on both drop down menus.

**Only request the transcript if you have submitted your application to the institution!!!**



Click- I’ve submitted my application and Add and request transcript



Final step is to click on Initial transcript. Submit your request by selecting Request and Finish.

\*You must mark that you have applied and request the transcript for us to send it!