



STUDENT INSTRUCTIONS HOW TO REQUEST TRANSCRIPTS

Family Connection by Naviance

This is a basic instruction guide for how to request transcripts for college/scholarships/NCAA through Family Connection. Please note that this is the ONLY way that you can request transcripts for this school year. If you have any questions please contact the OSS College Center at room 116 IMMEDIATELY! Thanks!

Requesting Transcripts for College Applications

1. Login to your Naviance / Family Connection account. It is the same username and password with your OSS Connect account. (www.naviance.com)
2. Go to the “colleges” tab.
3. Click on “colleges I’m applying to” underneath “my colleges” heading. Then click on “add colleges to this list.”
4. Select the school from the “lookup” list.
5. Select the type – Regular Decision, Early Action, Early Decision, Rolling
 - You must select the CORRECT type. If you are unsure, please read your application documents and/or ask Mr. I!
6. If you are requesting a transcript, make sure you check the “request” box under the “Transcript” heading then select “Add Colleges.”
7. Click “Add Colleges.”
8. Come in to OSS College Center the next school day to confirm your request.

Requesting Transcripts for Scholarships, Athletics, NCAA or For Your Review

1. Go to the “colleges” tab.
2. Go to “resources” on the left side and select “transcripts”.
3. Select “Request transcripts for scholarships or athletics.”
4. Fill in information as needed (Recipient, Address, Due Date, etc.).
5. Click “Add Transcript Requests.”
6. Come in to OSS College Center the next school day to confirm your requests with Mr. I