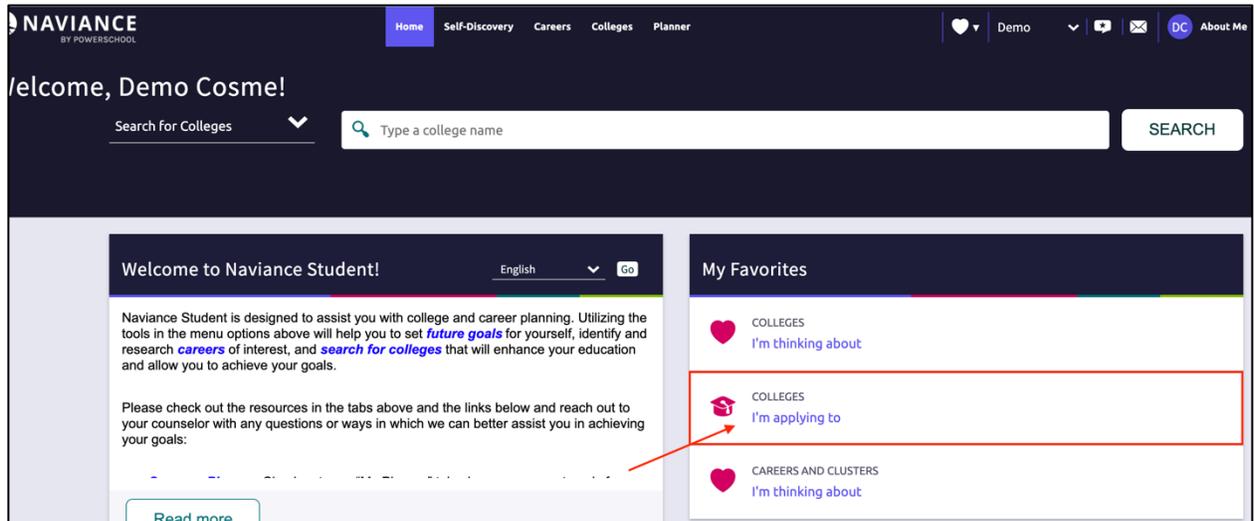
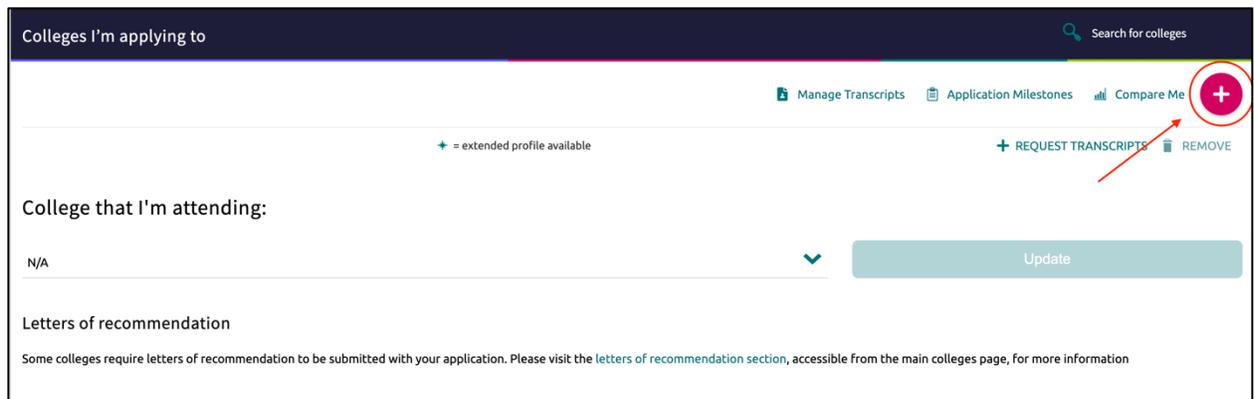


Naviance: Add "Colleges you are applying to"

1. Log into Naviance
2. Once on the home screen, under "My Favorites" click on "Colleges I'm Applying to"



3. Click on the pink plus sign located in the top right.



- Once you've clicked on the pink plus sign, type in the name of the university you are applying to, change the application type (if applicable), update how you will submit your application, and if you have already submitted the application. ***If you are applying via Apply Texas under "I'll submit my application" select "Direct to the institution".**

STEP 1 — STEP 2

Add Application Request Transcript

Which college are you applying to?

University of Houston ✕ **1**

Colleges already in your application list would be unavailable for selection.

App type

Other (Priority Scholarship) November 1 ✓ **2**

I'll submit my application

Direct to the institution ✓ **3**

I've submitted my application ***Only if you have submitted your application**

Add Application **ADD AND REQUEST TRANSCRIPT**

- If you are adding the university and have submitted your application, click on "ADD AND REQUEST TRANSCRIPT", select "Initial", and click on "Request and Finish". The college application should now be listed on your account.

+ University of Houston	OTHR	Other November 1	requested	Pending		Unknown	MORE
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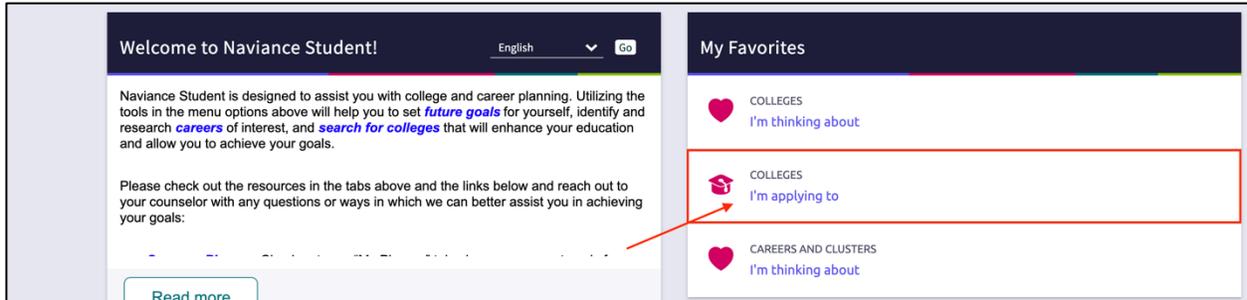
- If you have not submitted your application, click on "Add Application". Under transcripts, it should show "no request"

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
+ Boston University	ED	Early Decision 1	no request	Pending		Unknown

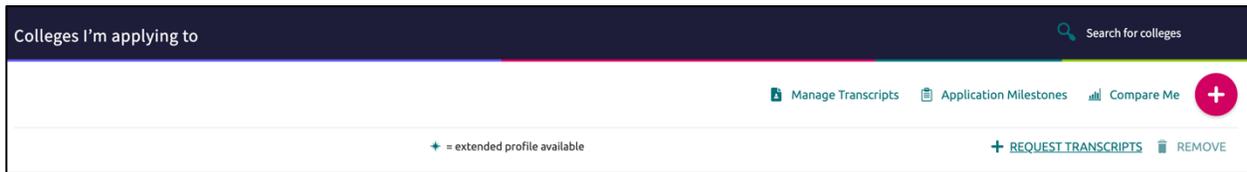
You have now added a college to your account.

Naviance: How to Request a Transcript

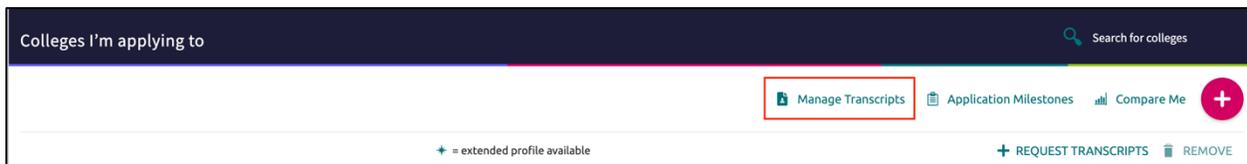
1. Log into Naviance. Once on the home screen, under “My Favorites” click on “Colleges I’m Applying to”



2. The college should be listed on your account to request. Click on “Request Transcripts”



3. Select “Initial” and under “Where are you sending the transcript/s?”, select the university.
4. Click on Request & Finish to submit the transcript request.
5. To view your transcript requests, click on “Manage Transcripts”



6. You can now view the status of your request and if it has been submitted.

