

# How to use and order transcripts on Naviance

## Login

Login into HISD Hub and go to "Digital Resources" open up Naviance

- Come or email the College Corner if your parents wants an activation code for parents access to your Naviance portal.
- Parents can also access their student's account. Do this so they can get helpful emails that you might miss.

You will keep track of the colleges that you are applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, the college deadline, transcript requests, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college events, and test scores.

### Accessing the List

1. From Naviance Student, Colleges > Colleges I'm Applying To.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Akron	RD	Regular Decision May 1	N/A		Pending		Unknown
<input type="checkbox"/> American University	RD	Regular Decision January 15	N/A	requested	Pending		Accepted
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision	N/A	requested	Pending		Unknown

### Adding a College(s) to the List & Requesting Transcripts

Colleges can be added to the Colleges I'm Applying To:

#### From Colleges I'm Applying To

1. Click the **Add** button (+ sign).  
*The Add New College Application, Step 1 Add Application displays.*
2. From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
3. From **App Type** click the drop-down to identify your answer.
4. From **I'll submit my application?** click the drop-down to identify your answer.
5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.

**If you currently do not need to request transcripts, select Add Application.**

6. Click **Add and Request Transcript**.  
*The Add New College Application – Step 2 Request Transcript displays.*
7. From **What type of transcript/s are you requesting?** select the checkbox(es) that identify your answer.
8. Review Where are you sending this transcript? to ensure the proper college name is displaying.
9. Click **Request and Finish**.

## Requesting Transcripts for Scholarships

Official sealed paper transcripts are now available for students to request and pay for on SchoolPay. <https://www.schoolpay.com/pay/for/Lamar-HS-Transcript-/SdWFQYS> the will be mailed to the address you provide.