FOR SENIORS: Requesting Final Transcript

1. Go to the Ponte Vedra High home page and click on the **Naviance** link. Log in with your username and password. Your username is your email address. If you aren't sure about your password, try a few of your favorites. You can also use the "forgot password" option on the sign in page.
2. From the Naviance welcome page, click on the **Colleges** Tab
3. In the *My Colleges* box, click on the Colleges I'm Applying to Link. Make sure that all of the colleges you applied to are listed. If the list is not current, click on +add to this list and enter ALL of the colleges to which you applied. Be sure to click on the blue *lookup* link to add colleges. Don't just type the name in.
4. **Very important!** You must update the results of every college you applied to before you can request final transcripts. From the Colleges I'm applying to list, on the far right hand side of the table is a picture of a little pencil. This is under the "results" part of the column. Please click on the pencil, and then scroll through the list of all of your schools to indicate the result of your application. Don't forget to click on the UPDATE APPLICATIONS box when you are done.
5. Please select from the pull down menu the college that you are attending.
6. **The school you are planning to attend will need a final transcript. Request it now**. Under the title of Colleges I'm Applying to, you will see a "request transcripts" link. Click on this and a list of all the schools that you indicated as having accepted you will appear. You will be instructed to click on the box where you want your final transcript sent. This, of course, is the ONE College you are planning to attend. Click on the box and then on the Request Final Transcripts box. If you have any questions or need help, please see your counselor.