

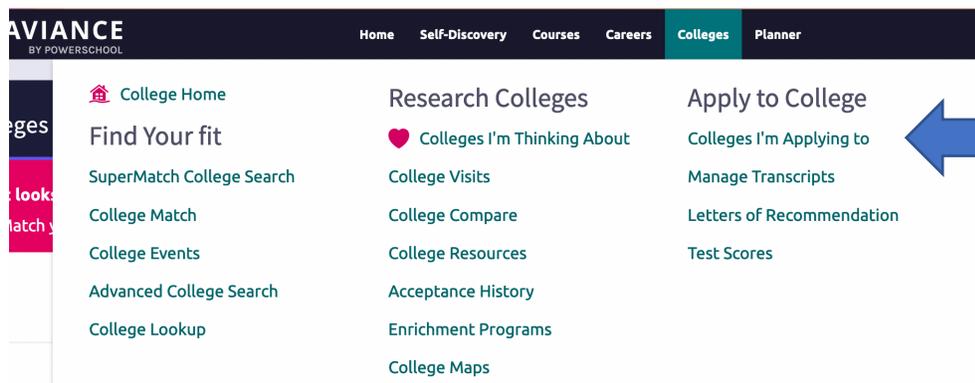
Complete Naviance Task: Requesting Transcripts



1. www.clever.com
2. Sign in as a student with your 6-digit student number and your date of birth – no slashes. Example: 08231970
3. Find and select Naviance under College Readiness



4. Your sign in will be automatic.
5. Click on Colleges to reveal the menu pictured below and select [Colleges I'm Applying to](#)



6. For students who have a Common App account, select Match Accounts and follow the prompts. You will need your Commonapp.org username and password, plus have answered the FERPA question within the Common App. For today, continue to 7.

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts



7. Add the college where you have applied by selecting the



8. Complete the college information for a college you have completed the application or will complete this week.

- a. Find the college by typing in the name of the college or keywords.
- b. Indicate how you submitted the application
- c. Select the box confirmed you have completed the application.
- d. Select **Add and Request Transcript**

STEP 1 — **STEP 2**

Add Application — Request Transcript

Which college are you applying to?

Tennessee State University ✕

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

App type

Regular Decision July 1 ▼

I'll submit my application

Direct to the institution ▼

I've submitted my application

9. Indicate Initial Transcript and the **Request and Finish**

Add Application **STEP 2** Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

Tennessee State University ▼

Request and Finish

The Transcripts column will show *sent* once it is processed. Allow 48 hours for transcripts to be processed

10. Your request will appear back on the College I'm Applying to page.

| College | Type | Deadline | Expected Difficulty* | Transcripts | Office materials | Submission Type | Application |
|---|------|--------------------|----------------------|-------------|-----------------------------|-----------------|---|
| <input type="checkbox"/> Austin Peay State University | ROLL | Rolling July 31 | N/A | sent | Initial materials submitted | | Submitted <input checked="" type="checkbox"/> EDIT MORE |
| <input type="checkbox"/> University of Memphis | RD | Regular Decision 1 | May 1 | requested | Pending | | Submitted <input checked="" type="checkbox"/> EDIT MORE |
| <input type="checkbox"/> Tennessee State University | RD | Regular Decision 1 | July 1 | requested | Pending | | Submitted <input checked="" type="checkbox"/> EDIT MORE |

The new request will show pending

****Note:** Your transcript will only show received by the college if you have done everything requested on the application including paying the application fee or submitting a fee waiver. The counselors will not know your application status unless you tell us.