All transcript requests for *current Garza students* must go through Naviance.

To access Naviance and request transcripts,

1. Log into your AISD Portal and search for "Clever Portal"



2. Click on "Clever Portal" and "Naviance"



3. Go to "Colleges" at the top of the screen



4. Under "Apply to College" click "Colleges I'm Applying To"

Na	viance Home Self-Discovery	Courses Careers Colleges Planner	🖤 🚽 Demo	- EN 🏶 Close Demo
	College Home	Research Colleges	Apply to College	Scholarships & Money
1	Find Your fit	Colleges I'm Thinking About	Colleges I'm Applying To	College-Specific Scholarships
	SuperMatch College Search	College Visits	Manage Transcripts	National Scholarship Search
С	College Match	College Compare	Letters of Recommendation	Scholarship Search
	College Events	College Resources	Test Scores	♥ Favorite Scholarships
Lo	Scattergrams	Acceptance History		
к	Advanced College Search	Enrichment Programs		
Lo	College Lookup	College Maps		
Univ	rersity of Texas	Go		
Colle	ge search results - You searched by	/ Keyword: "University of Texas"	1 = extended profile available	<ul> <li>colleges applied to</li> <li>Actions:  Favorite</li> </ul>
	$\dot{igvee}$ The University of Texas Health S	Science Center at San Antonio		San Antonio, TX
	♥ The University of Texas Medical	Branch at Galveston		Galveston, TX
	University of Texas Southwester	rn Medical Center		Dallas, TX
	♥ ++ The University of Texas at	Arlington		Arlington, TX
	♥ + The University of Texas at	Austin		Austin, TX
	m et er er er			

5. If you are NOT using Common App, click the pink plus sign in the upper righthand corner. If you ARE using Common app, skip to step 9.

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Colle	ges I'm apply	ying to						Q Search for	colleges	
е в м	looks like you ar atch your Commo	e not curren n App accour	<b>tly able to apply</b> nt to Naviance Str	to Common App : ident account to g	schools. et started.			M	latch Account	ts
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				+ = extended p	rofile available			+ REQUES	T TRANSCRIP	PTS
	College	Туре	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 🚺	Application		
	Arizona State University	RD	Regular - Decision	N/A	requested	Initial 😓 materials submitted	<b>•</b>	Deferred 🗸	EDIT	м
	lours Chate	ο×	Regular - Decision	N/A	requested	Pending	Ð	Submitted 🗸	EDIT	M

6. Enter your school's information and click "Direct to the institution" under "I'll submit my application". Click "Add and request transcript"

Cancel       STEP 1     STEP 2       Add Application     Request Transcript       Which college are you applying to?       Southwestern University Georgetown TX
STEP 1     STEP 2       Add Application     Request Transcript       Which college are you applying to?
Add Application Request Transcript Which college are you applying to? Southwestern University Georgetown TV
Which college are you applying to?
Southwestern University Georgetown TV
Colleges already in your application list would be unavailable for selection.
Арр Туре
Regular Decision - Fall 2024 term - Deadline Feb 7 $\sim$
I'll submit my application
Direct to the institution
Are you planning to submit your SAT or ACT scores to be
considered during the admission review process?
Yes
I've submitted my application
Add Application ADD AND REQUEST TRANSCRIPT

7. Click "Initial" for the type of transcript you are requesting. Click "Request and finish".

×	STEP 2	
Application	Request Transcript	
What type of tr	anscript are you requesting?	
Initial		
Mid year		
Final		
What additiona	Il materials, if any, do you want included?	
Unofficial	SAT Scores	
Unofficial	ACT Scores	
Where are you	sending the transcript/s?	
	8	~

8. You will see a green box indicating that you submitted your transcript request. Repeat steps 5-7 for every school you are applying to. You are now done requesting transcripts. The below steps are only for students applying using Common App.

olleges I'm Applying To			Search for Colleges	
<ul> <li>Confirmation</li> <li>Successfully added college application(s) and</li> </ul>	received transcript request.			
		Manage Transcripts	Application Milestones	•
✦			+ Request Transcripts	Remo
College that I'm Attending:				
N/A	▼ Update			

9. If you are using Common App, go to the blue icon with your initials and click on "my account".



10. Click on "Edit" under the "Contact" tab

DL	account Demo L	eMasters				
Genera	l Information	Parents/Guardians	Security			
Pers	onal				Contact	
				🖉 EDIT		JEDIT
Nickna	ne				Home Phone	
-					-	
Counse	lor				Mobile Phone	
Anne L	eMasters				-	
Year of	Graduation				Address	
2024					-	
ID #					•	
State II	)				Email -	
Ethnici	v					

11. Change your email address to the email address you used to create your Common App account. This should be your PERSONAL email address, not your school issued one. Be sure to click Save.

Home Phone       Image: Constant of the second	N/A		•
Abile Phone         Email         Your e-mail address is used by the counseling office to contact you, so please enter a real address. Any updates made by school personnel will automatically fill in the email field.	Home Phone		
Email       Your e-mail address is used by the counseling office to contact you, so please enter a real address. Any updates made by school personnel will automatically fill in the email field.       Image: Close cl	Aobile Phone	e	
<ul> <li>Your e-mail address is used by the counseling office to contact you, so please enter a real address. Any updates made by school personnel will automatically fill in the email field.</li> </ul>	Email		
updates made by school personnel will automatically fill in the email field.	(1) Your ( couns please	e-mail address is used by the seling office to contact you, so e enter a real address. Any	🛞 Close
	updat auton	es made by school personnel wil natically fill in the email field.	I
		OAVE	

## 12. Go back up to "Colleges" and "Colleges I'm Applying to"

	College Home	Research Colleges	Apply to College	Scholarships & Money	
	Find Your fit SuperMatch College Search	College Visits	Colleges I'm Applying To Manage Transcripts	College-Specific Scholarships National Scholarship Search	
С	College Match	College Compare	Letters of Recommendation	Scholarship Search	
	College Events	College Resources	Test Scores	🖤 Favorite Scholarships	
Lo	Scattergrams	Acceptance History			
к	Advanced College Search	Enrichment Programs			
Lo	College Lookup	College Maps			
Uni	versity of Texas	Go			
Colle	ege search results - You searched b	y Keyword: "University of Texas"	1 = extended profile selected available	<ul> <li>= colleges applied to</li> <li>Actions:</li> </ul>	♥ Favorite
	♥ The University of Texas Health	Science Center at San Antonio		San Antonio, TX	
	<b>m</b>			Colverter TV	
	The University of Texas Medica	al Branch at Galveston		Galveston, TX	
	<ul> <li>The University of Texas Medica</li> <li>University of Texas Southwester</li> </ul>	al Branch at Galveston		Dallas, TX	
	<ul> <li>The University of Texas Medica</li> <li>University of Texas Southwester</li> <li>+ The University of Texas a</li> </ul>	I Branch at Galveston Im Medical Center : Arlington		Dailas, TX Arlington, TX	
	<ul> <li>The University of Texas Medica</li> <li>University of Texas Southwester</li> <li>+ The University of Texas and</li> <li>+ The University of Texas and</li> </ul>	I Branch at Galveston		Dallas, TX Arlington, TX Austin, TX	

13. Click "Match Accounts" on the pink banner that comes up under "Colleges I'm Applying to".

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es I'm apply	ving to						Q Search fo	r colleges	
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				🖺 Mana	age Transcripts	Application M	illestones 📷 Com	pare Me	Ð
College	Туре	Deadline	<ul> <li>extended p</li> <li>Expected</li> <li>Difficulty*</li> </ul>	rofile available Transcripts	Office materials	Submission Type 🚺	+ REQUE	ST TRANSCRI	PTS
Arizona State University	RD	Regular - Decision	N/A	requested	Initial 😓 materials submitted	<b>.</b>	Deferred 🗸	EDIT	м
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	viance es l'm apply oks like you an chyour Commo College Arizona State University	viance       Stud         es I'm applying to         oks like you are not currently your Common App account         College       Type         Arizona       RD         State       RD         University       RD	viance       Student         es I'm applying to	viance       Student         es I'm applying to	viance       Student         es I'm applying to	Viance       Student         es l'm applying to         oks Ilke you are not currently able to apply to Common App schools. ch your Common App account to Naviance Student account to get started.         Image Transcripts         Manage Transcripts         Image Transcripts         Office Difficulty         Type         Deadline         Expected Difficulty       Transcripts       Office materials submitted         Arizona State University       Rgular - Decision       N/A       requested       Initial materials submitted	Viance       Student       Coll         es I'm applying to         es I'm applying to         oks Ilke you are not currently able to apply to Common App schools.         chyour Common App schools.         chyour Common App schools.         chyour Common App schools.         chyour Common App account to Naviance Student account to get started.         Image Transcripts       Image Application M         College         Type       Deadline       Expected         Difficulty+       Transcripts       Office         Arizona       Regular       N/A       requested         State       N/A       requested       Initial withited         Submitted       Submitted       Submitted       Initial withited	College       Student       Mome       Colleges       Carreers       Abor         es I'm applying to       Q       Search fo         oks like you are not currently able to apply to Common App schools.       Q       Search fo         oks like you are not currently able to apply to Common App schools.       P       P         Image Transcripts       Image Transcripts       Application Milestones       Image Transcripts         Image Transcripts       Transcripts       Office       Submission       Application         Arizona       RD       Regular       N/A       requested       Initial materials       Imaterials       Imaterials	Q Gave feedback       Q Y representation         Viance       Student         Home       Colleges       Carrees       About Me       My P         ess I'm applying to       Q Search for colleges         oks Ilke you are not currently able to apply to Common App schools.       Manage Transcripts       Application Milestones       Match Account         oks Ilke you are not currently able to apply to Common App schools.       Manage Transcripts       Application Milestones       Compare Me         Image Transcripts       Manage Transcripts       Application Milestones       Compare Me         the extended profile available       + = extended profile available       + REQUEST TRANSCRI         College       Type       Deadline       Expected       Office materials       Submitsion       Application         Arizona       RD       Regular -       N/A       requested       Initial materials       EDT         Invise State       Regular -       N/A       requested       Pending       Submitted V       EDT

14. Enter your Common App account information and sign in.

abb Ø	
We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at recovery@commonago.net.	
Connect your Common App	
First year student? Great: Enter your email and password below to sign in, or <u>create an account</u> to get started. * Indicates required fields.	
Email*	
Ecrypt password?	
Sign in Need help?	
Visit the Applicant Solutions Center,	

15. Click "Connect"



16. Your screen should show the list of schools you're applying to with Common App. Click the "request transcript" button.

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				+ = extended p	rofile available			+ REQUES	T TRANSCRIP	PTS
	College	Туре	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 🚺	Application		
	Arizona	RD	Regular - Decision	N/A	requested	Initial 😓 materials submitted	<b>.</b>	Deferred 🗸	EDIT	
	State University									

17. Follow step 7 and repeat for each school. You're all done!