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"
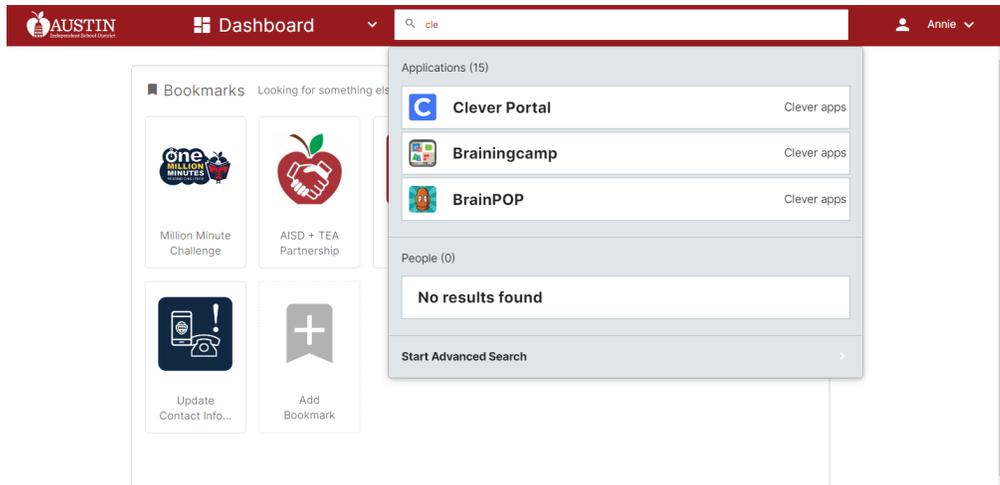
    2. Click on "Clever Portal" and "Naviance"
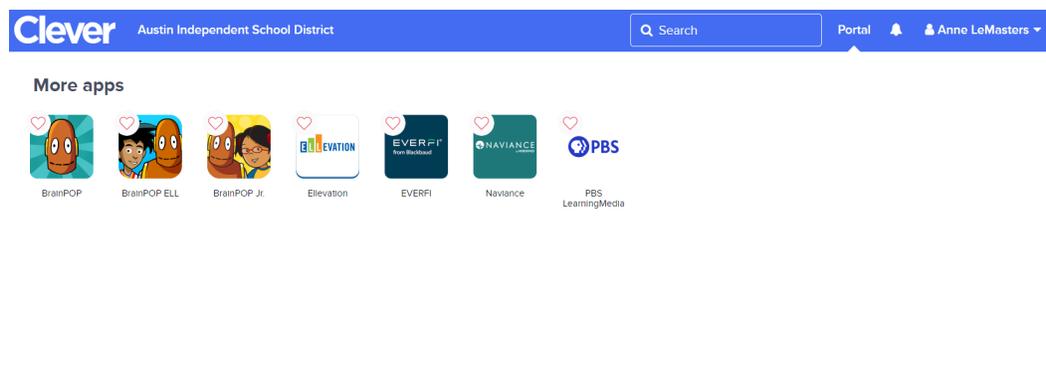
    3. Go to "Colleges" at the top of the screen
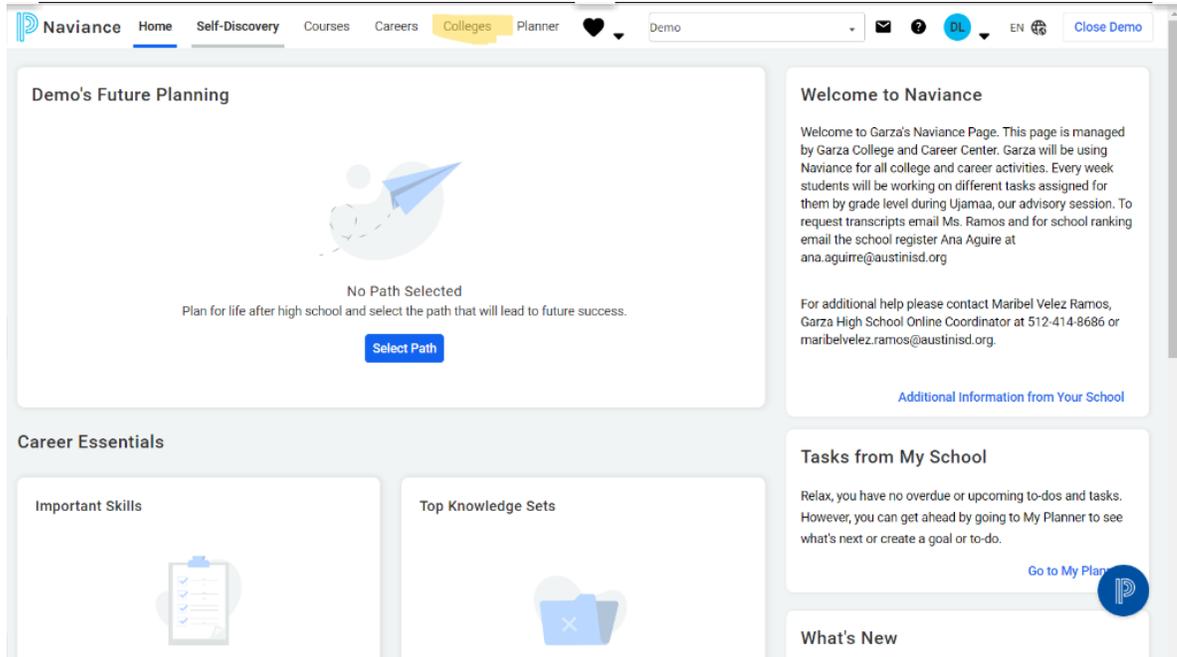
4. Under "Apply to College" click "Colleges I'm Applying To"
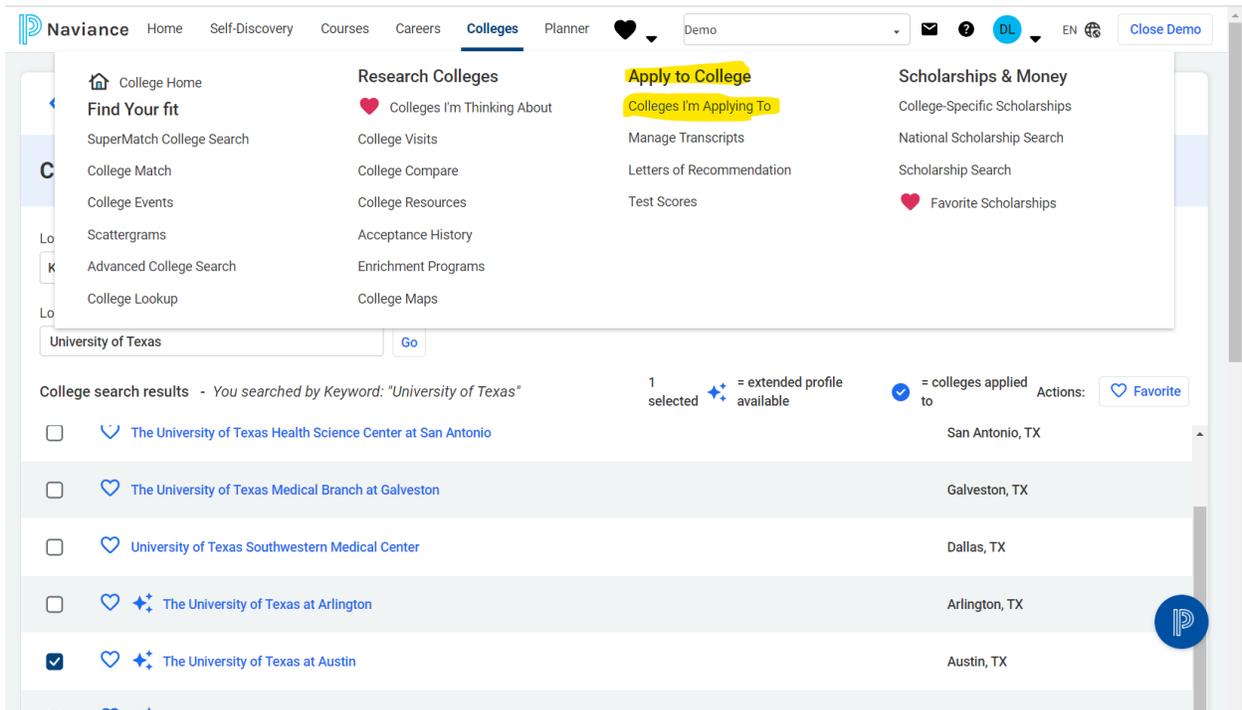
5. If you are NOT using Common App, click the pink plus sign in the upper righthand corner. If you ARE using Common app, skip to step 9.

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

STEP 1 ——————— STEP 2

Add Application   Request Transcript

Which college are you applying to?

Southwestern University, Georgetown, TX   ✕

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

App Type

Regular Decision - Fall 2024 term - **Deadline Feb 7**   ⌄

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

Add Application   Request Transcript

What type of transcript are you requesting?

- ☑ Initial
- ☐ Mid year
- ☐ Final

What additional materials, if any, do you want included?

- ☐ Unofficial SAT Scores
- ☐ Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference ⌄

Request and Finish

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.

Colleges I'm Applying To   Search for Colleges 🔍

✓ **Confirmation** ⊗
Successfully added college application(s) and received transcript request.

👤 Manage Transcripts   🗎 Application Milestones   📊 Compare Me   ➕

✦ = extended profile available   ➕ Request Transcripts   🗑 Remove

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

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.

Country

N/A

Home Phone

Mobile Phone

* **Email**

> ℹ 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.   ⊗ Close

SAVE

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

13. Click "Match Accounts" on the pink banner that comes up under "Colleges I'm Applying to".
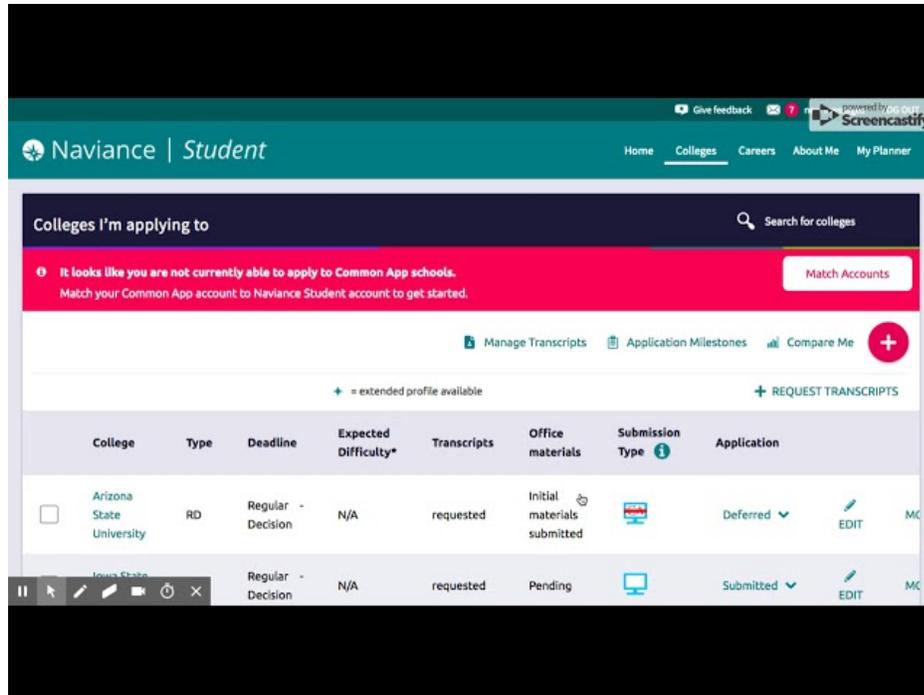
14. Enter your Common App account information and sign in.
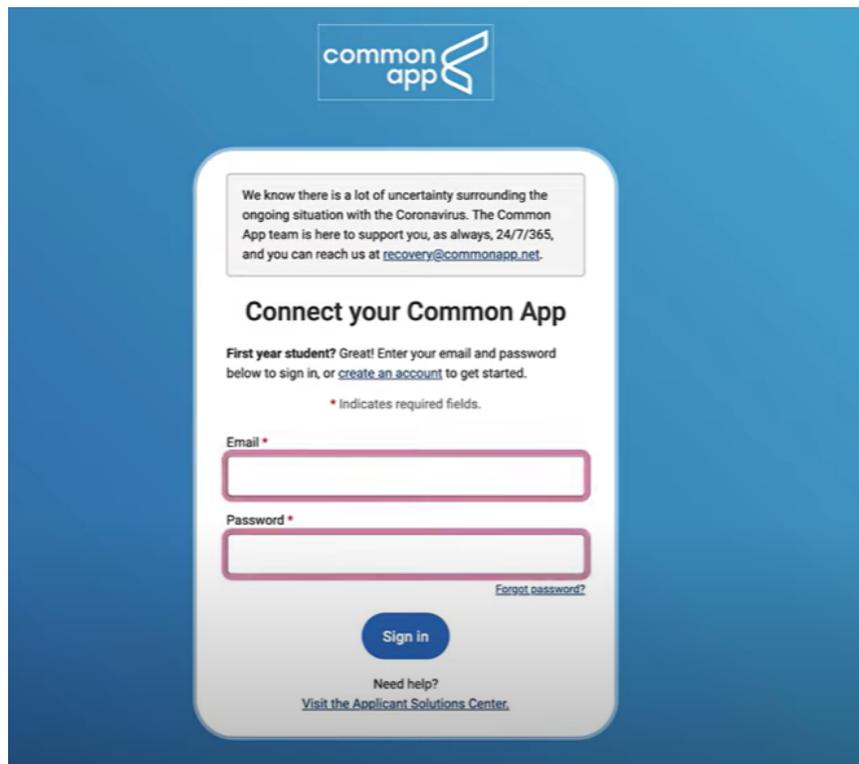
15. Click "Connect"
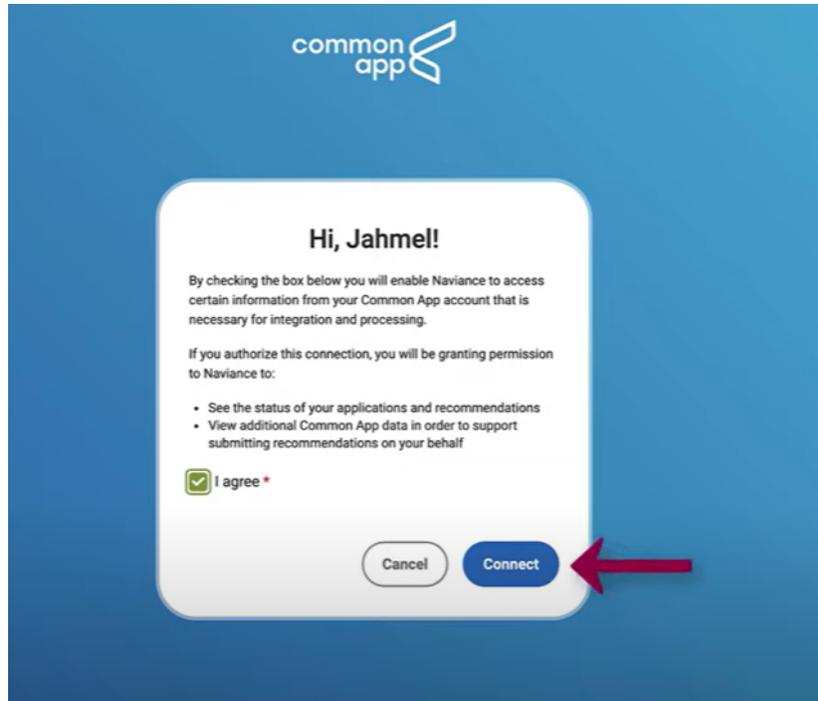
16. Your screen should show the list of schools you're applying to with Common App. Click the "request transcript" button.
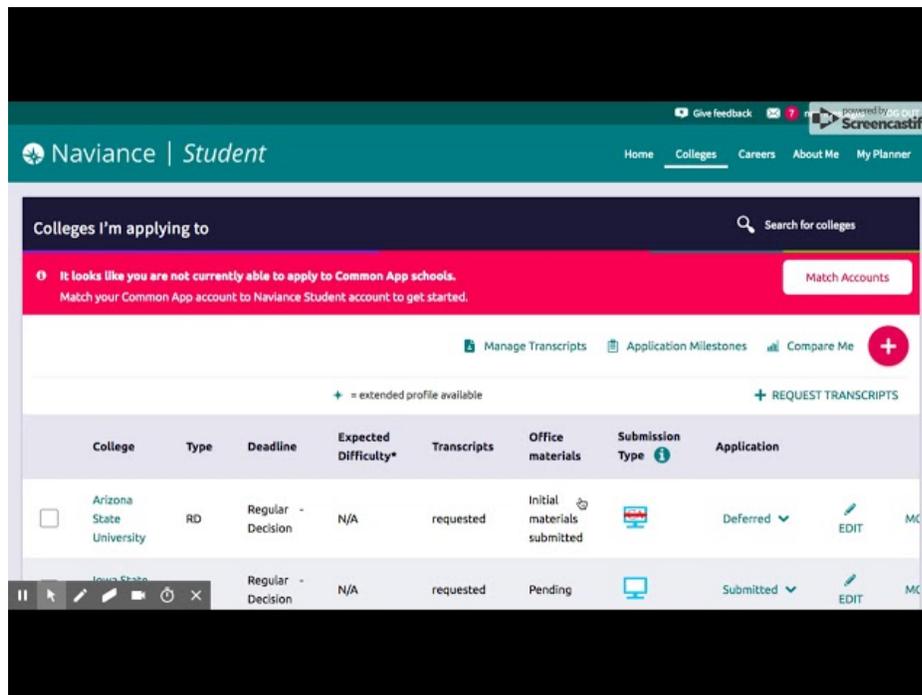
17. Follow step 7 and repeat for each school. You're all done!