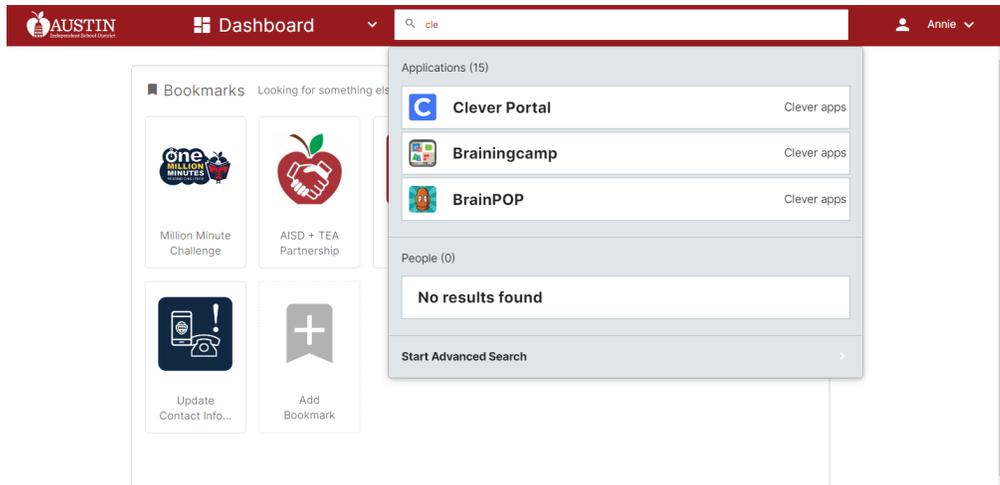


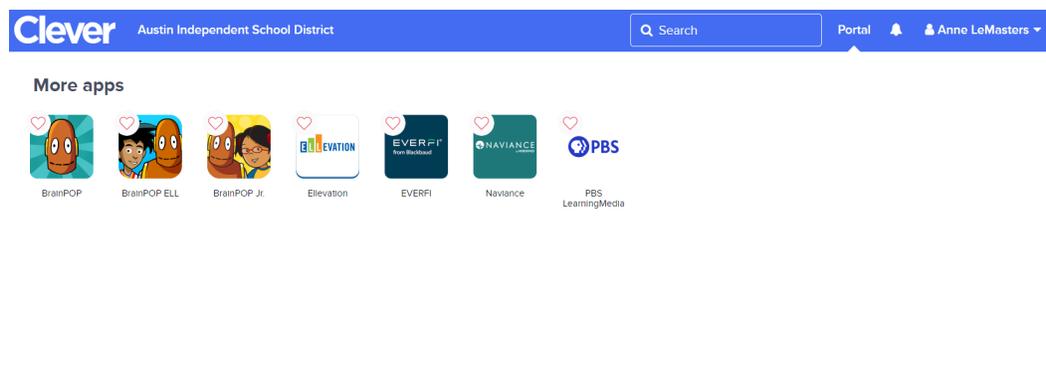
All transcript requests for *current Garza students* must go through Naviance.

To access Naviance and request transcripts,

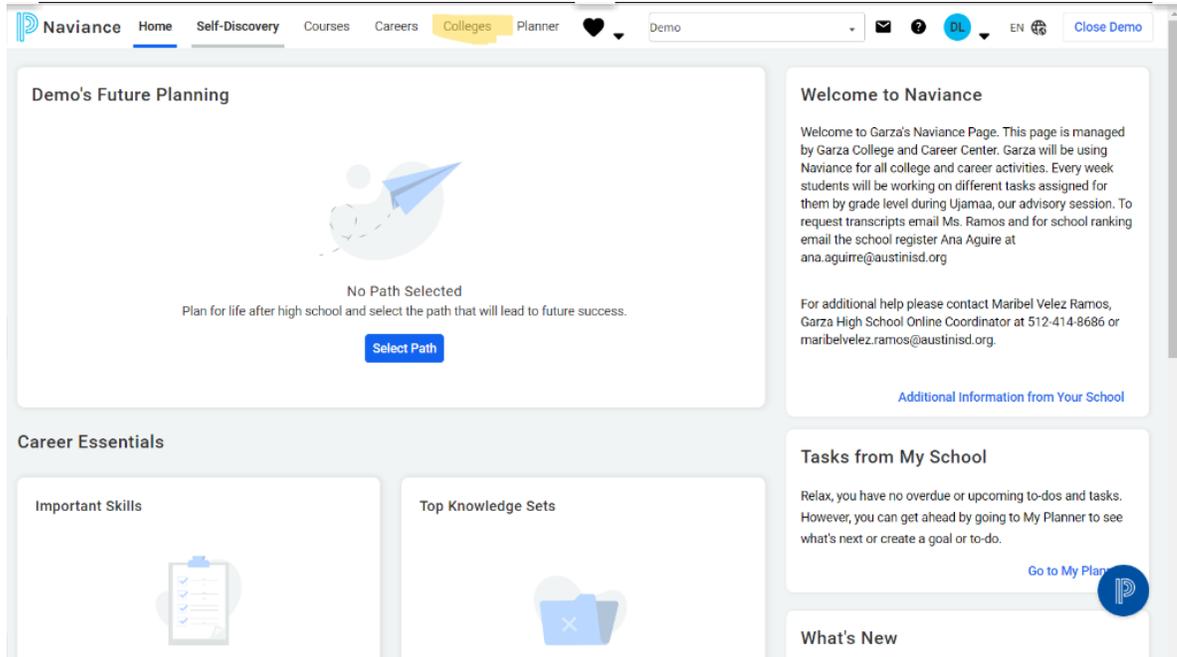
1. Log into your AISD Portal and search for “Clever Portal”



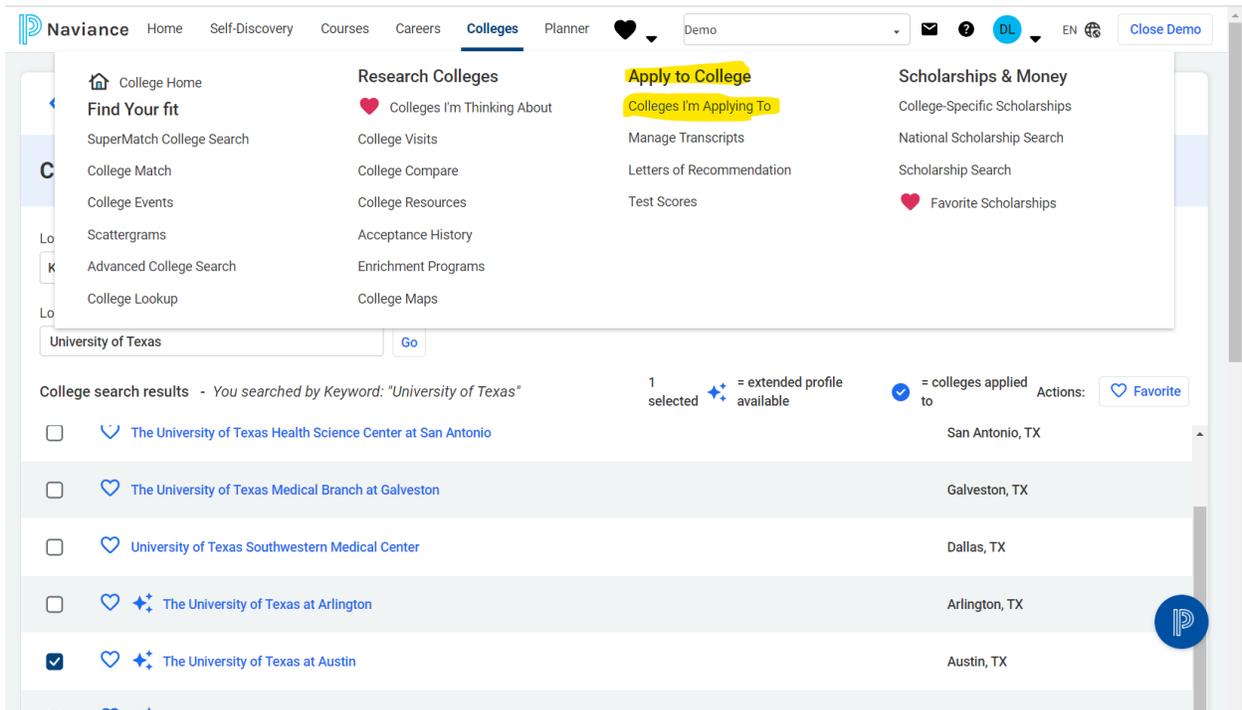
2. Click on “Clever Portal” and “Naviance”



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.

powered by Scout24
ScreenCastify

Give feedback 7

Naviance | Student

Home Colleges Careers About Me My Planner

Colleges I'm applying to

Search for colleges

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](#)

Manage Transcripts Application Milestones Compare Me

+ = extended profile available [+ REQUEST TRANSCRIPTS](#)

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
Arizona State University	RD	Regular - Decision	N/A	requested	Initial materials submitted		Deferred EDIT
Iowa State University		Regular - Decision	N/A	requested	Pending		Submitted EDIT

- 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

Add Application

STEP 2

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".



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".

The screenshot shows the Naviance user interface. At the top, there is a navigation bar with links for Home, Self-Discovery, Courses, Careers, Colleges, and Planner. A user profile icon labeled 'DL' is visible in the top right corner. The main content area features a 'Demo's Future Planning' section with a graphic of a person and a paper airplane, and a 'Select Path' button. A dropdown menu is open under the 'Account' icon, listing options like 'About Me Home', 'My Account', 'Documents and Notes', and 'Surveys'. Below this, there are sections for 'Career Essentials' (Important Skills, Top Knowledge Sets) and 'Tasks from My School'.

10. Click on “Edit” under the “Contact” tab

The screenshot displays the account management page for 'Demo LeMasters'. The page has a header with the user's initials 'DL' and the name 'Demo LeMasters'. Below the header, there are three tabs: 'General Information', 'Parents/Guardians', and 'Security'. The 'General Information' tab is active and contains two main sections: 'Personal' and 'Contact'. The 'Personal' section includes fields for Nickname, Counselor (Anne LeMasters), Year of Graduation (2024), ID #, State ID, and Ethnicity. The 'Contact' section includes fields for Home Phone, Mobile Phone, Address, and Email. A yellow 'EDIT' button with a pencil icon is highlighted in the top right corner of the 'Contact' section.

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

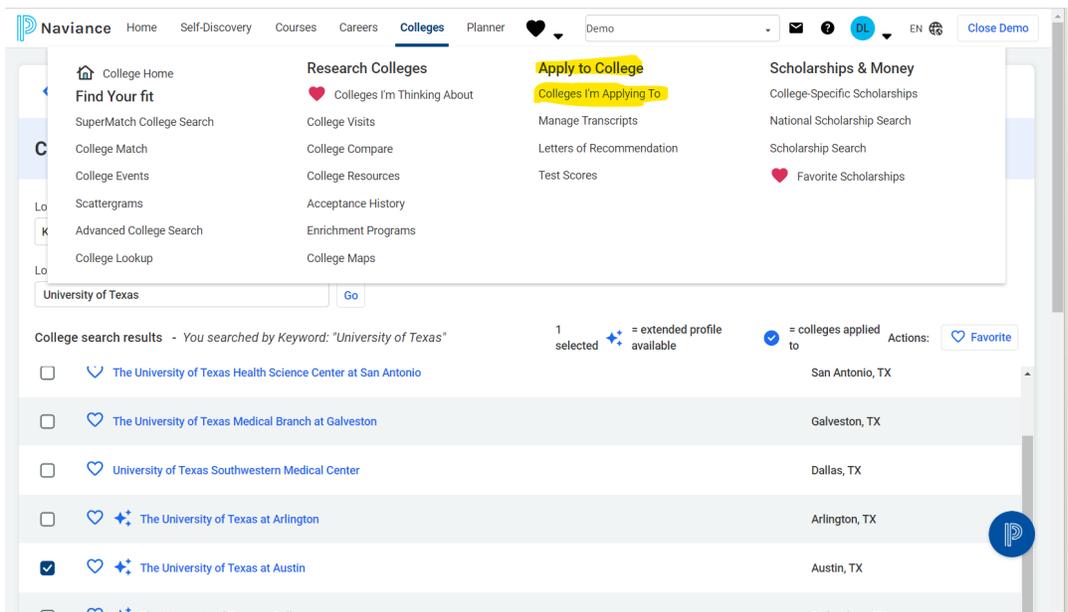
Mobile Phone

*** Email**

 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”

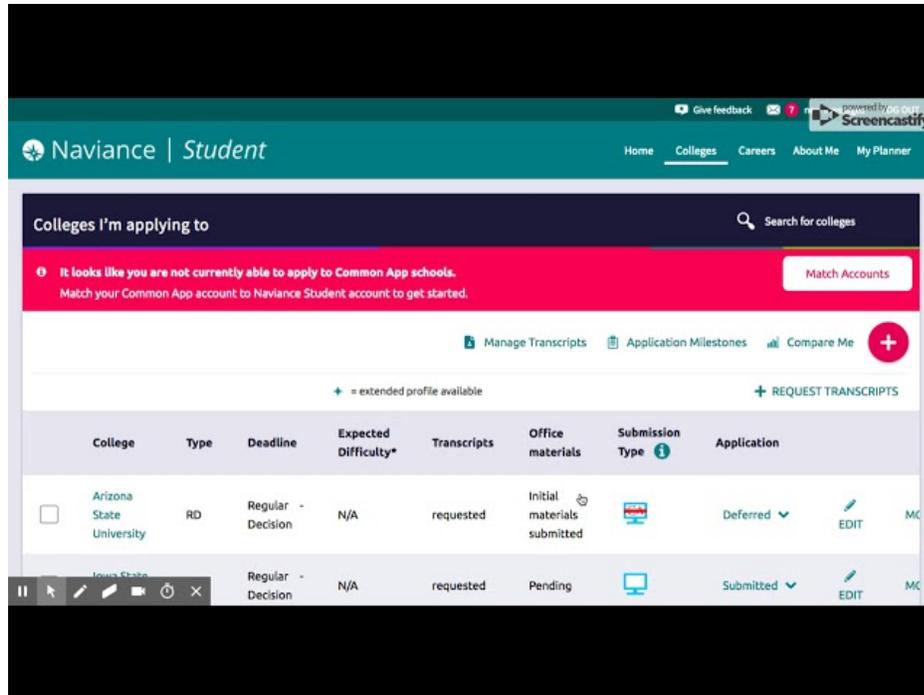


The screenshot shows the Naviance website interface. The top navigation bar includes 'Home', 'Self-Discovery', 'Courses', 'Careers', 'Colleges', and 'Planner'. The 'Colleges' section is active, displaying a grid of options: 'Research Colleges', 'Apply to College', and 'Scholarships & Money'. Under 'Research Colleges', there is a sub-section 'Colleges I'm Applying To' which is highlighted in yellow. Below this, a search bar contains 'University of Texas' and a 'Go' button. The search results show a list of colleges with checkboxes and icons indicating their status. The first five results are:

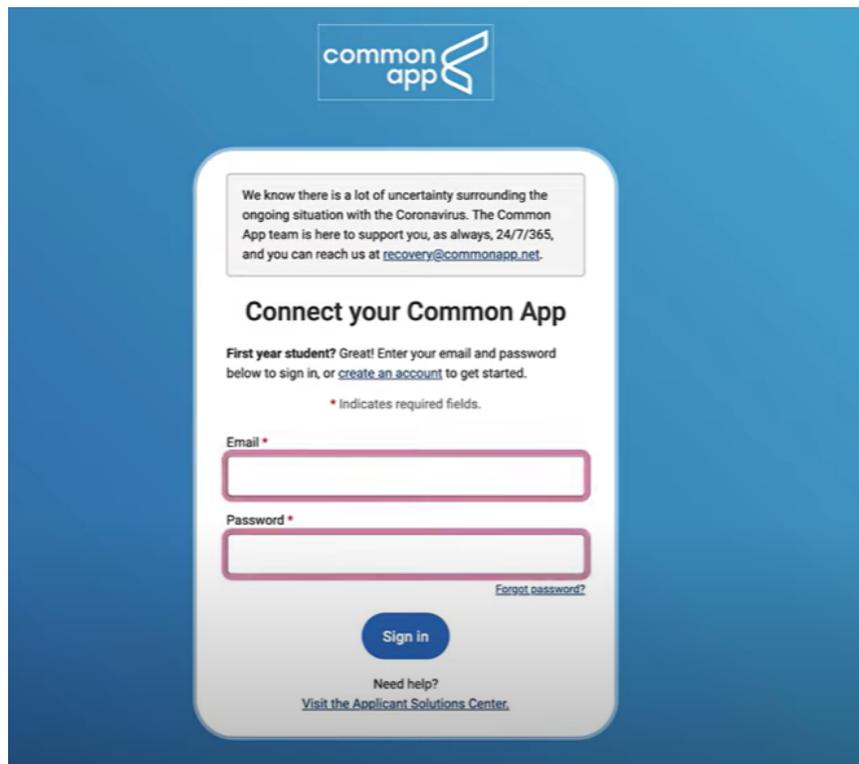
College Name	Location	Status
The University of Texas Health Science Center at San Antonio	San Antonio, TX	Not selected
The University of Texas Medical Branch at Galveston	Galveston, TX	Not selected
University of Texas Southwestern Medical Center	Dallas, TX	Not selected
The University of Texas at Arlington	Arlington, TX	Not selected
The University of Texas at Austin	Austin, TX	Selected

At the bottom right of the search results area, there is a pink banner with the text 'Match Accounts'.

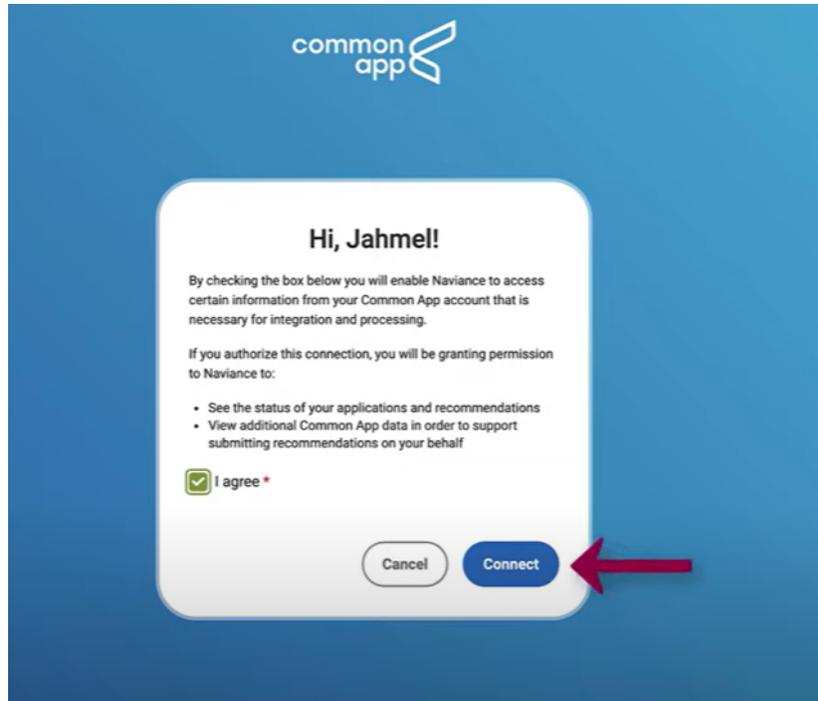
13. Click “Match Accounts” on the pink banner that comes up under “Colleges I’m Applying to”.



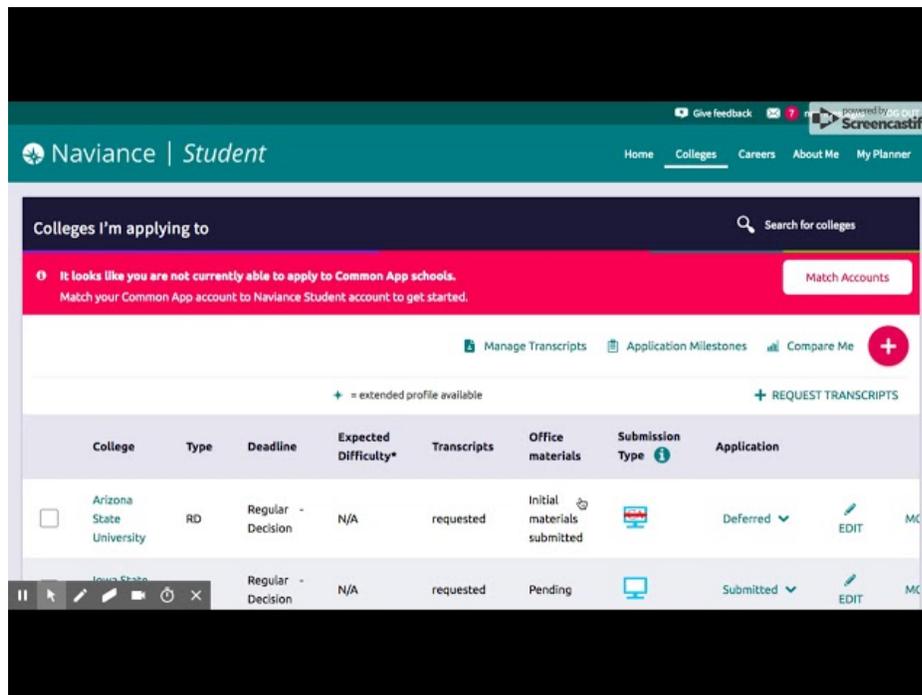
14. Enter your Common App account information and sign in.



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!