

Naviance Transcript Requests

To request a transcript using Naviance, you **MUST** first apply to the school, then go to:

Cmcss.net

- Choose Students and Parents
- Select Students, then Student Resources
- Select Clever
- Log into Naviance Student via Clever.
 - a. Username: first.last###@students.cmcss.net
 - b. Password: FL####

Reminder, you MUST apply to the college BEFORE requesting a transcript

- On Student Home page, in the search box, search your college
- College should be listed in the lookup by name or you can lookup by state, click Go
 - a. Checkmark the college, click Favorites at the top of page
- On the Home page, select *Colleges I am thinking about*
 - a. Checkmark the college
 - b. Select *Move to Application List* at the top of page
- On the Colleges I am applying to page, you will
 - a. Check *Initial* (you will send a final transcript in May)
 - b. Select I'll submit my app *Direct to Institution* (or Common App if using that application)
 - c. Click add and request transcript

Only Transcripts will be requested through Naviance. Letters of Recommendation and Secondary School Reports will not be submitted through Naviance this year. Please requests those directly from your teacher or school counselor.

