



Official Transcript Request Student Reference Guide

Required Steps to Request Official Transcript

Step #1 Log into Naviance



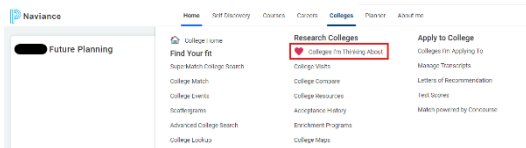
Navigate to Naviance using your device's internet browser <https://id.naviance.com/>

- Click the **Sign in with Clever** blue button.
- Click the **Sign in with SAML** top button.
- Enter your Cobb County School District student email address **first.last@students.cobbk12.org** and enter your password.

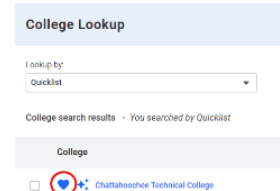


Steps # 2 Add Colleges You are Apply To

1. From Naviance dashboard, Navigate to the **Colleges** menu.
2. From the Research Colleges section menu, choose **Colleges I'm Thinking About**.

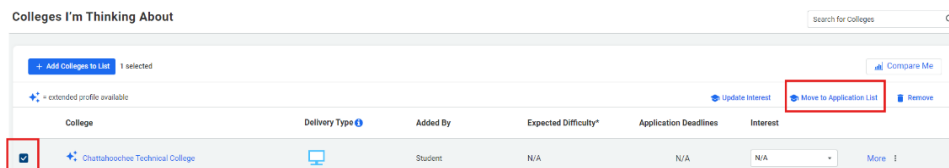


3. Click **+ Add Colleges to List**.
4. Search for the college using the **Lookup By** options including Quick list, Name Keyword, or location.
5. Click the heart icon next to the college's name to add to the **Colleges I'm Thinking About** list.



All colleges you are applying to must first appear on the Colleges I'm Thinking About list before you can complete the next step.

6. Click the box next to the college's name you are applying to and then select **Move to Application List**.



7. Complete the application details for each college application and then select **Add Applications**.

Chattahoochee Technical College

Which application deadline do you prefer?
Regular Decision

How will you submit your application?
Direct to the Institution

Are you planning to submit your SAT or ACT scores to be considered during the admission review process?
No

☐ I've already sent my application

Add Applications

Continued Steps to Request Official Transcript

8. If you have applied to a college using the Common Application, click **Match Account** button in the pink banner.

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**

Need more help matching your Common App to Naviance? More information and details for requests can be found using the Student Guide for Matching Common App Account and Naviance Account <https://tinyurl.com/kellnaviancecommonappmatch>

9. Verify the College Application detail is correct and all the college's you are requesting a transcript for are listed and accurate.

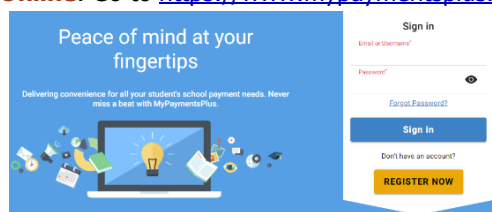
Application Milestones Compare Me +								
+ extended profile available Remove								
College	App Type	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type	Application	
<input type="checkbox"/> Chattahoochee Technical College	Regular Decision	N/A	N/A	No Request	Pending		Submitted ▼	EDIT More
<input type="checkbox"/> Georgia State University	Early Action - Fall 2025	Nov 15	N/A	No Request	Pending		Submitted ▼	EDIT More
<input type="checkbox"/> Kennesaw State University	Priority	Oct 31	N/A	No Request	Pending		Submitted ▼	EDIT More

Need a recommendation for your college application? More information and details for requests can be found using the Letters of Recommendation Student Reference Guide: <https://tinyurl.com/kellnavianceletterrequests>

Step #3 Submitting Payment for Transcript Requests

A \$2 payment is required per official transcript request, payments can be in person or online.

- In Person:** You can submit a cash payment in person at the Counseling Office.
- Online:** Go to <https://www.mypaymentsplus.com/>



- o Select Events & Activities section.
- o Click the **Senior Transcript request** option and identify the quantity of transcripts you are requesting and click next.
- o Complete the required form providing details for the official transcript request, then click save and add to cart.
- o Click the shopping cart icon and hit the proceed to payment button.
- o Complete the checkout process and pay for the order.

Events & Activities		
DUAL ENROLLMENT Transcript request	\$2.00	+
Sign up by 5/21/25		
SENIOR Transcript request	\$2.00	+
Sign up by 5/21/25		
UNDERCLASSMEN-Transcript request	\$2.00	+
Sign up by 5/21/25		

It takes 24-48 to process all transcript requests after the Naviance request and payment have been submitted. We are unable to submit SAT or ACT test scores to colleges, you must request test scores to be sent using your ACT.org or Collegeboard.org account.