

How to Request a Transcript

Colleges in Common App

1. Log into your Naviance account.
2. Go to the “Colleges” tab and then “Colleges I’m Applying to”.
3. There will be a pink banner at the top of the screen that says “Match Accounts”.
4. Another tab will pop open to sign into your Common App account where you will authorize it to “Connect”.
5. In Common App, use the school code **112749** and select Cobb Horizon High School
6. Make sure to leave the “Counselor” and “Teacher” boxes blank in Common App.
Your counselor will be able to submit everything via Naviance that way.

Colleges not in Common App

1. Log into your Naviance account.
2. Go to the “Colleges” tab and then “Colleges I’m Applying to”.
3. Search for your college of choice and then click “Add and Request Transcript”.

Paying for a Transcript

1. Add college to your Naviance account.
2. Go to <https://www.mypaymentsplus.com/welcome> and make an account if you do not already have one.
3. Find the option for “Transcript” and select the number you want to purchase.
4. Email your counselor when you are done and confirm which college(s) you want the transcripts sent to.