

How to Request a Transcript on Naviance

1. Go to: <http://connection.naviance.com/beecherhs>
2. Log in using your username and password (Username and password our the same as PowerSchool username and password)

3. Click on:  COLLEGES
I'm applying to

4. Then, click  to add a college you have SUBMITTED an application to
5. Then, complete these steps

- a. Search for the college you applied to

Which college are you applying to?

University of Chicago



- b. ALWAYS select "regular decision" for App Type

App type

Regular Decision



- c. For "I'll submit my application" all students should select either directly to the institution or Via the Common App

I'll submit my application

Direct to the institution



- d. Check the box: I've submitted my application

I've submitted my application

- e. Then click on "add and request transcript"

ADD AND REQUEST TRANSCRIPT

6. Next, complete these step
 - a. Select INITIAL for type of transcript
 - b. Then, click "Request and Finish"

7. What type of transcript are you requesting?

 Initial

Final

Where are you sending the transcript/s?





Request and Finish