How to Request a Transcript on Naviance

1. Go to: [http://connection.naviance.com/beecherhs](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](Tick)

   e. Then click on “add and request transcript”

   ![ADD AND REQUEST TRANSCRIPT](Button)

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?
   ![University of Chicago](X)

   ![Request and Finish](Button)