

# Ordering Transcripts

Students need to order their transcripts through Naviance.

## Directions for ordering Transcripts for colleges are first and then for scholarships, yourself and others.

\*\*\*Follow the first directions if the college isn't in your Colleges I'm applying to list.\*\*\*

If the college is in your Colleges I'm applying to list, then follow the directions on the bottom.

1. Log in at launch.ocps.net
2. Select Naviance
3. Click Colleges on the menu on the right
4. Select Colleges I'm thinking about.
  - a. If you don't have the colleges on your list, add them now.
  - b. To add colleges, click Add colleges to list.
    - i. Click the arrow and select your method.
      1. Keyword: type the name of the school and click Go
    - ii. Find the school
    - iii. Click the box
    - iv. Click Favorite on the far right
5. Click the box next to the college name
6. Click move to application list on the top in the middle
7. Select which application deadline you prefer
8. Select how you will submit your application
9. Click add and request transcripts
10. Click Initial
11. Click Request and Finish
12. The screen will show that you have now requested transcripts.
  - a. Even if it says electronic submission permitted, our system may not have this as an option.
13. Once the transcript has been processed, this screen will update.
  - a. Expect this process to take 2-3 business days.
  - b. It will indicate that the transcript was mailed/sent electronically.
  - c. To check the transcript status:
    - i. Click colleges home
    - ii. Scroll to the middle on the left
    - iii. Click on manage transcripts

\*\*\*If the college is in Colleges I'm applying to, follow these directions\*\*\*

1. Log in at launch.ocps.net
2. Select Naviance
3. Click Colleges on the menu on the right
4. Select Colleges I'm applying to.
5. Click the box next to the college name
6. Click +Request Transcript on the right side of the screen.
7. Click Initial
8. Click Request and Finish
9. The screen will show that you have now requested transcripts.

- a. Even if it says electronic submission permitted, our system may not have this as an option.
- 10. Once the transcript has been processed, this screen will update.
  - a. Expect this process to take 2-3 business days.
  - b. It will indicated that the transcript was mailed/sent electronically.
  - c. To check the transcript status:
    - i. Click colleges home
    - ii. Scroll to the middle on the left
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**Transcript request for yourself, scholarships, athletics, or other non-colleges**

1. Go to Launch.ocps.net
2. Open Naviance
3. Click Colleges – Select Colleges Home
4. Scroll down and find Manage Transcripts on the left
5. Click the Pink + sign on the right side of the screen
6. Select Other Transcript
7. Click Initial
8. Select the purpose
9. Type in the date needed – Make sure to give at least 3 business days.
10. If you need an official transcript sent, fill in all of the information.
11. If you need a transcript for yourself, just type in your name.