

## How to order a FINAL transcript through Naviance

1. Log onto [www.sauguscenturions.com](http://www.sauguscenturions.com)
2. Scroll down and click on the **Naviance** quick link found on the right hand side of the home page.
3. Log onto **Naviance**. The username is the 8 digit school number and the password is your 6 digit birthday. (e.g. for March 15, 2000 enter: 03/15/00)
4. On the **Naviance** home page under “Favorites” click on “Colleges I’m applying to” tab.
5. Click on the big red “+” found near the upper right corner of the page.
6. Under “Which College I’m applying to” drop down link, type in the college where you would like your final transcript sent.
7. Type in your college.
8. Click on the “ADD AND REQUEST TRANSCRIPT” tab highlighted in green at the bottom of the page.
9. “What type of transcript are you requesting?” Check “final”.
10. Click REQUEST AND SUBMIT tab highlighted in green.