Requesting Transcripts in Naviance

To Access Naviance, go to https://student.naviance.com/byramhills or scan the following QR code:


Username:
- Full School Email:
- lastnamefirstinitialgradyear@byramhills.net
    - Example: John Doe, Class of 2020
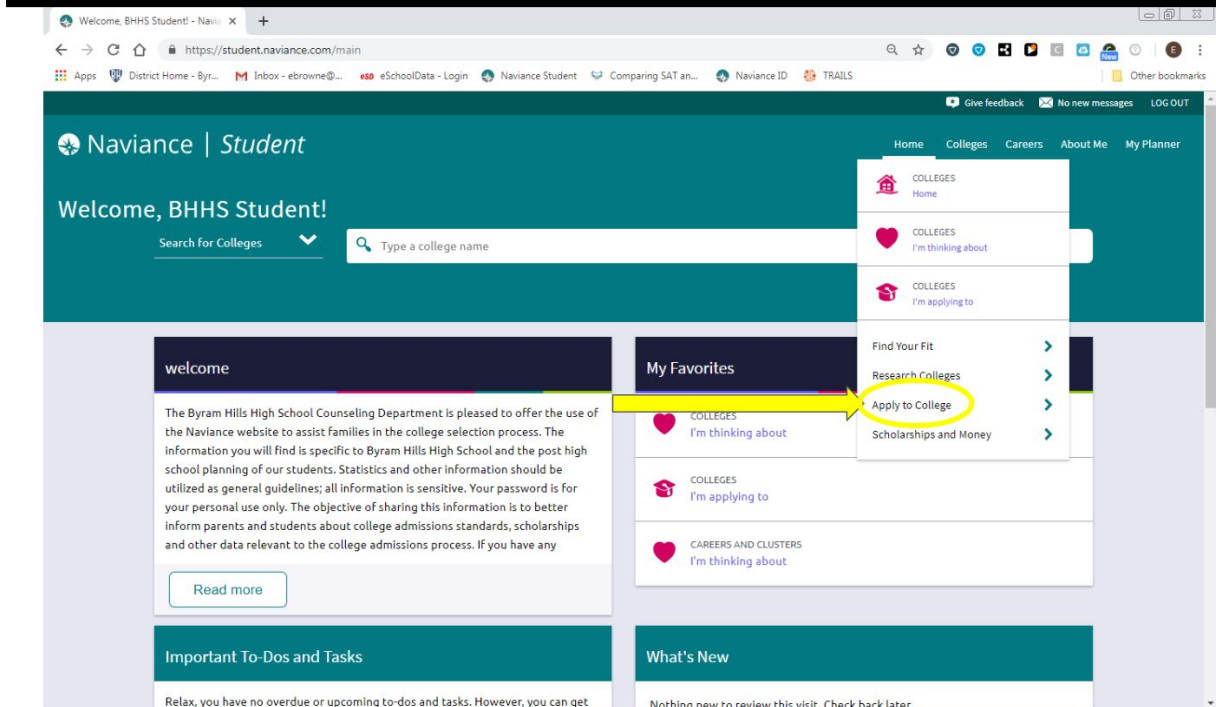   - doej20@byramhills.net

Password:
- Your password is the password you chose when you registered.
- If you do not remember your password, you can click on the "forgot password" feature or you can see your school counselor to have it reset.
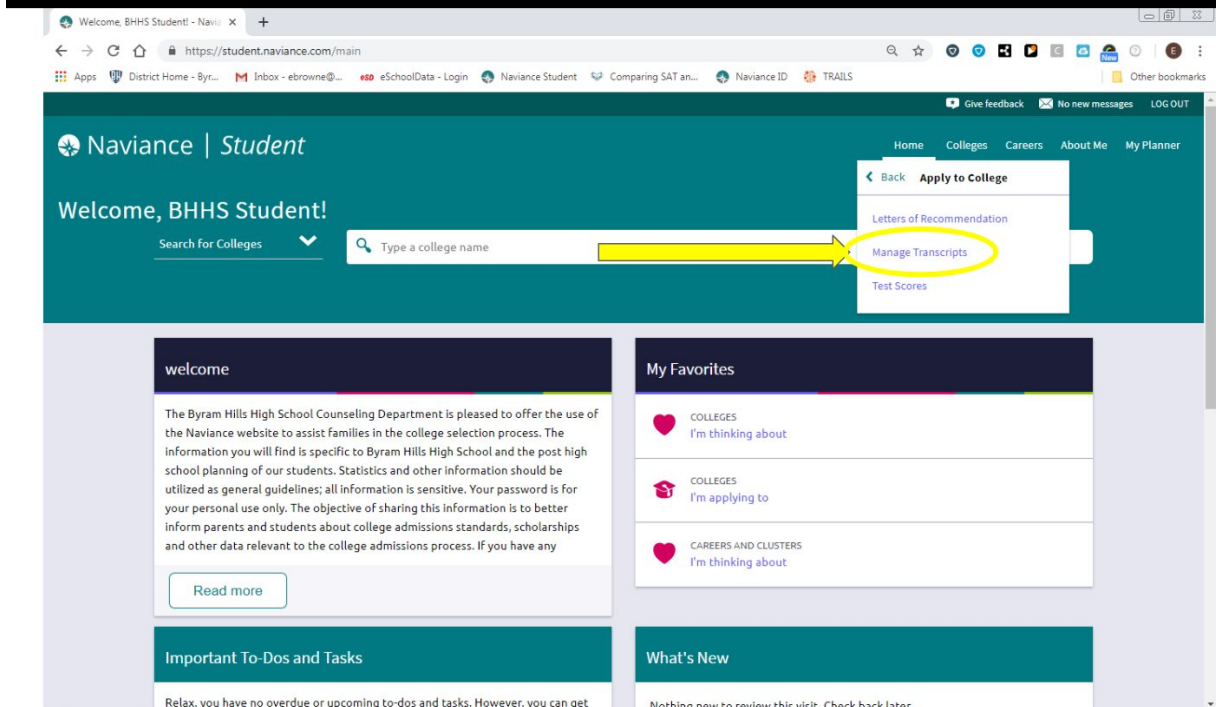
Once you are on the home page for Naviance, click on **COLLEGES** on the top right
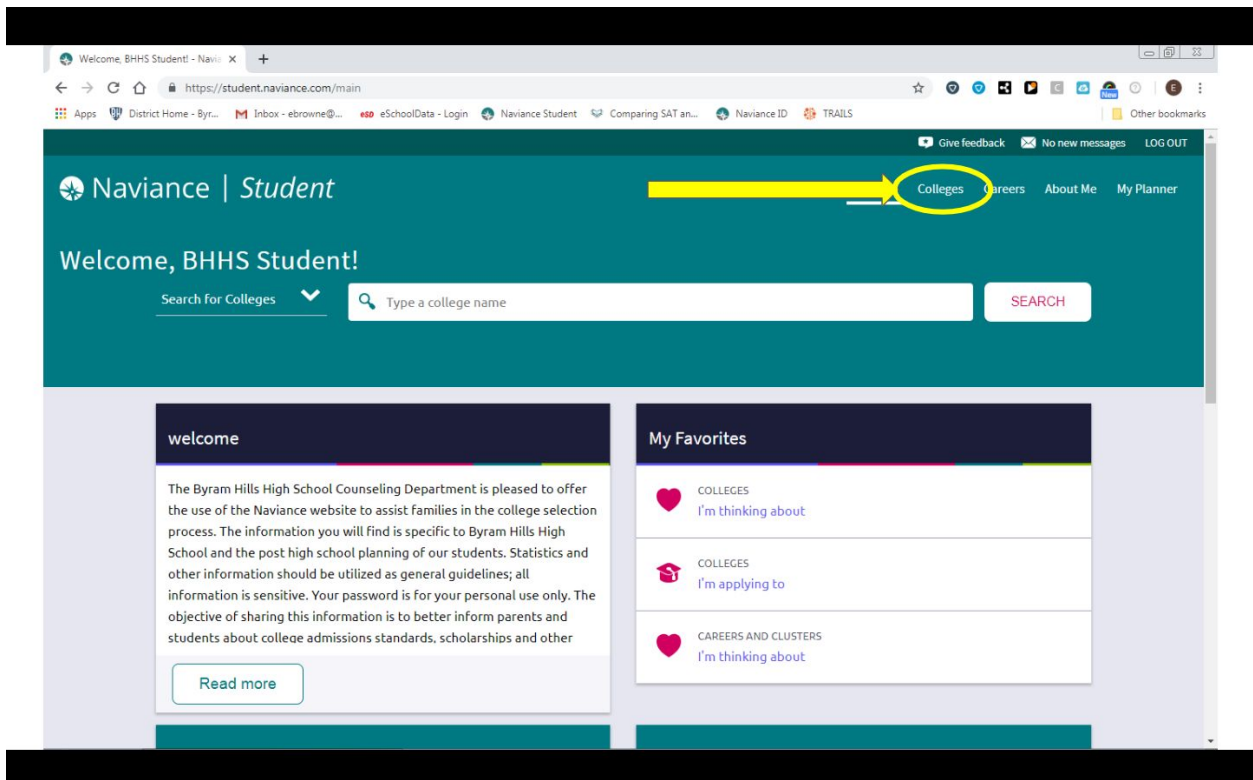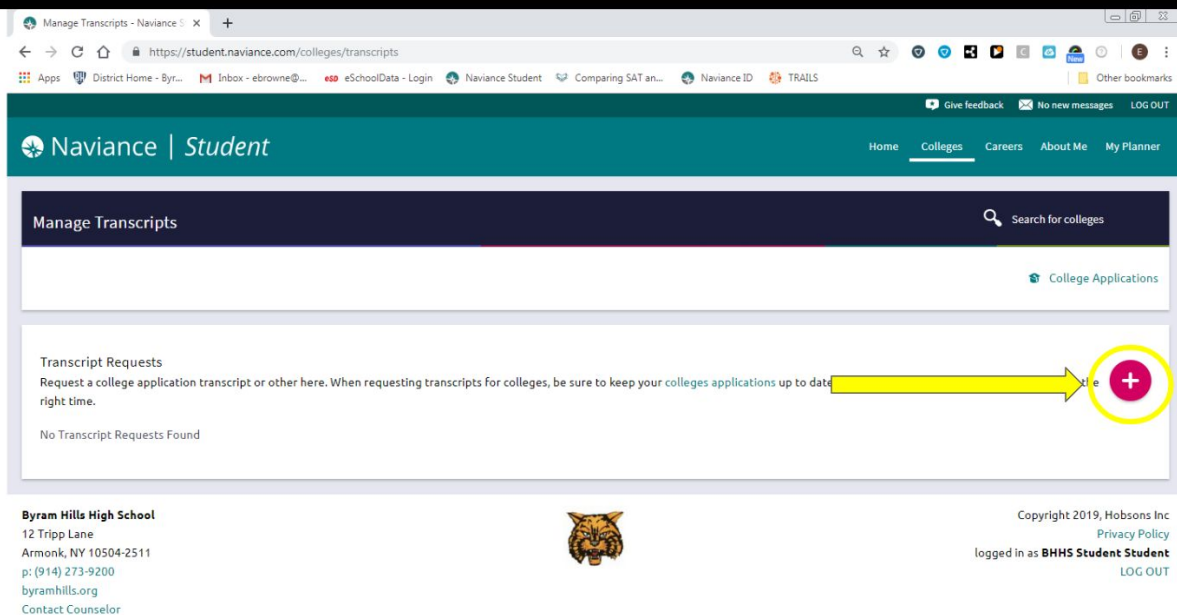
Under **APPLY TO COLLEGE**

You will see a link to **MANAGE TRANSCRIPTS**

Under Manage Transcripts click on the **+**
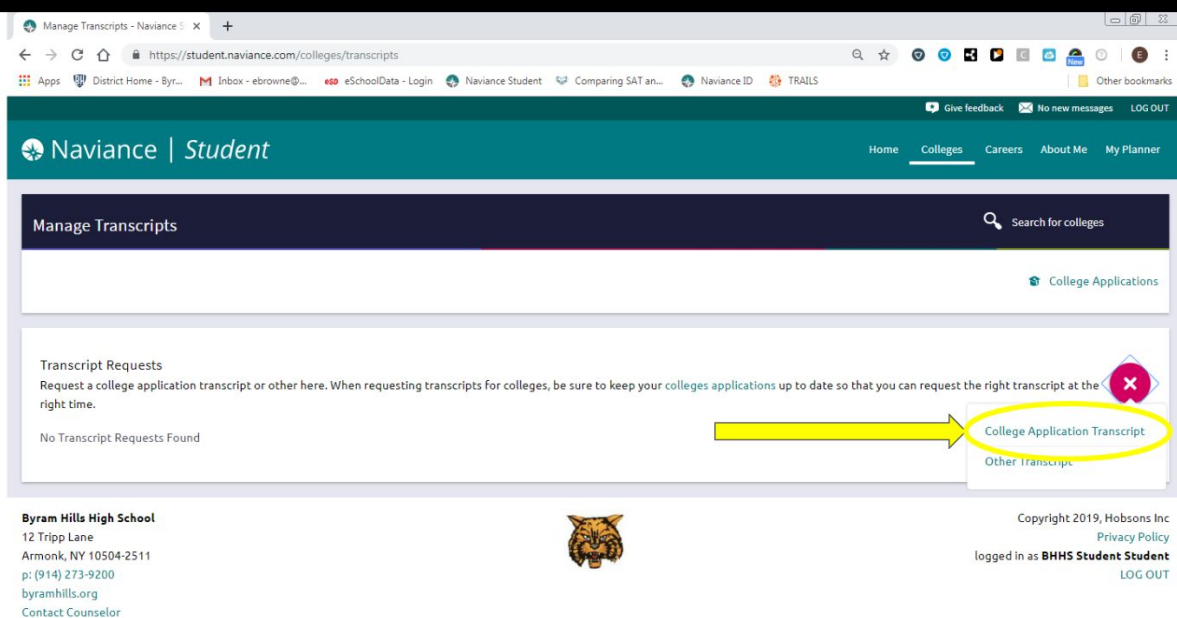
Select **COLLEGE APPLICATION TRANSCRIPT** from the drop down menu

Check the box for your **INITIAL** transcript

Click on the drop down menu to select which schools you would like to send your transcript to:

Select the school(s) you wish to send your transcript to at this time

Click **DONE**

Click **REQUEST AND FINISH**

Repeat this process as needed to send your initial transcripts to the colleges you are applying to