

Requesting Transcripts in Naviance

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



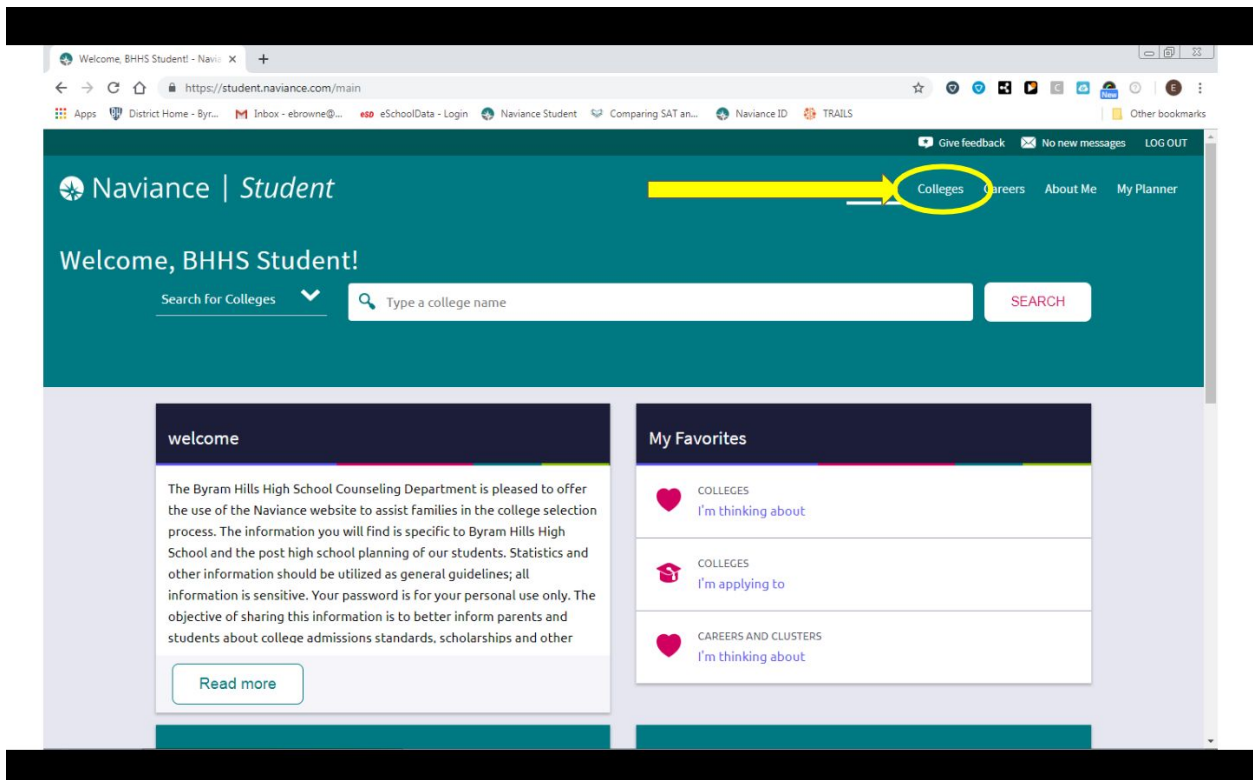
Username:

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

Password:

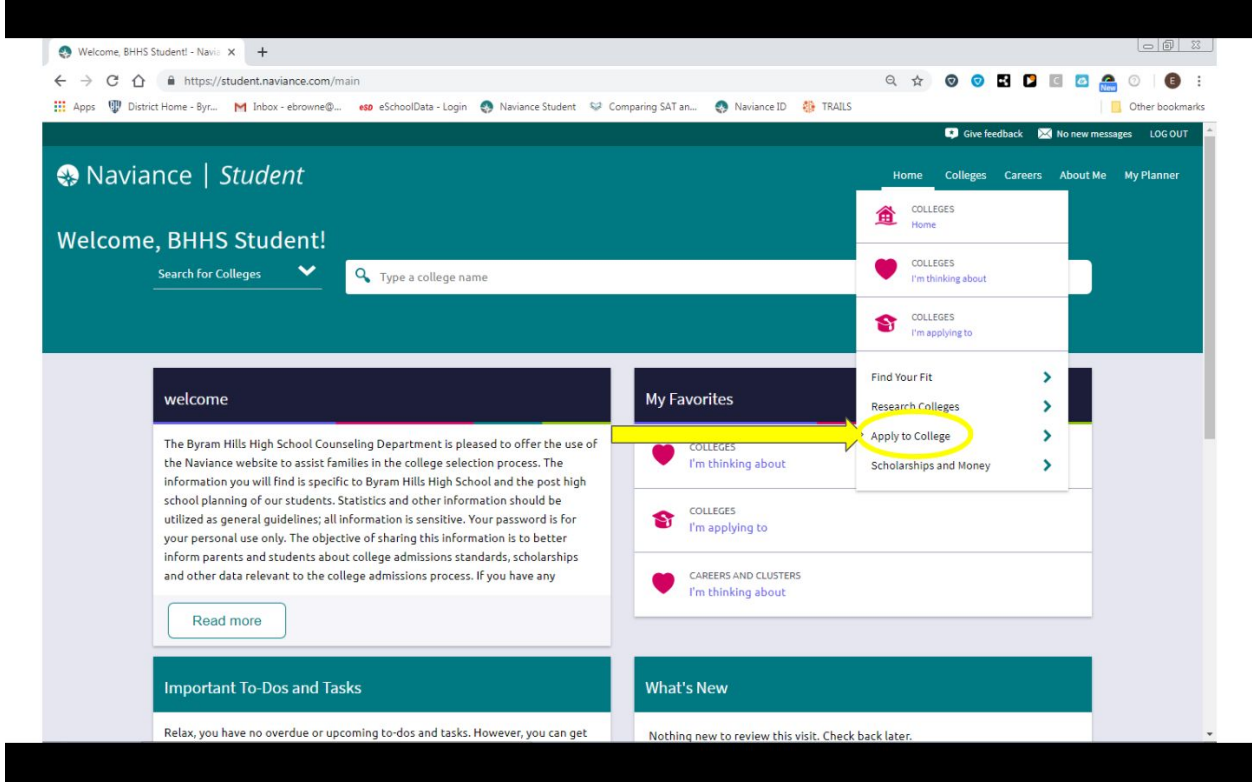
- Your password is the password you chose when you registered.
- If you do not remember your password, you can click on the “forgot password” feature or you can see your school counselor to have it reset.

Once you are on the home page for Naviance, click on **COLLEGES** on the top right

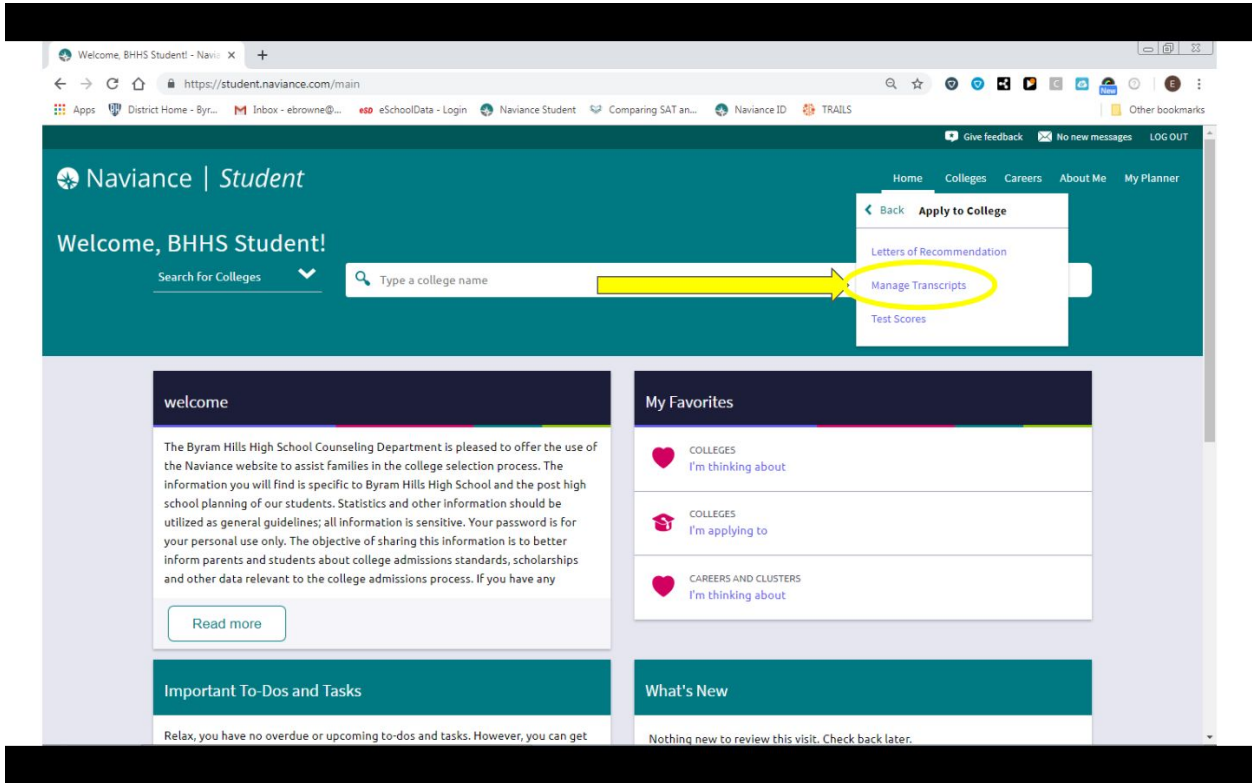


The screenshot shows the Naviance Student portal interface. At the top, there is a navigation bar with the Naviance logo and the word "Student". To the right of the logo, there are several navigation links: "Colleges", "Careers", "About Me", and "My Planner". The "Colleges" link is circled in yellow, and a yellow arrow points to it from the left. Below the navigation bar, there is a search bar with the text "Search for Colleges" and a search button labeled "SEARCH". The main content area is divided into two columns. The left column has a "welcome" header and a paragraph of text about the Byram Hills High School Counseling Department. The right column has a "My Favorites" header and a list of three items: "COLLEGES" (with a heart icon and the text "I'm thinking about"), "COLLEGES" (with a graduation cap icon and the text "I'm applying to"), and "CAREERS AND CLUSTERS" (with a heart icon and the text "I'm thinking about").

Under APPLY TO COLLEGE



You will see a link to MANAGE TRANSCRIPTS



Under Manage Transcripts click on the +

Manage Transcripts

Search for colleges

College Applications

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

No Transcript Requests Found

Byram Hills High School
12 Tripp Lane
Armonk, NY 10504-2511
p: (914) 273-9200
byramhills.org
Contact Counselor

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logged in as **BHHS Student Student**
LOG OUT

Select **COLLEGE APPLICATION TRANSCRIPT** from the drop down menu

Manage Transcripts

Search for colleges

College Applications

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

No Transcript Requests Found

College Application Transcript

Other Transcript

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Check the box for your **INITIAL** transcript

Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

No Preference

Request and Finish

Byram Hills High School
12 Tripp Lane
Armonk, NY 10504-2511
p: (914) 273-9200
byramhills.org
Contact Counselor

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logged in as **BHHS Student Student**
LOG OUT

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

Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

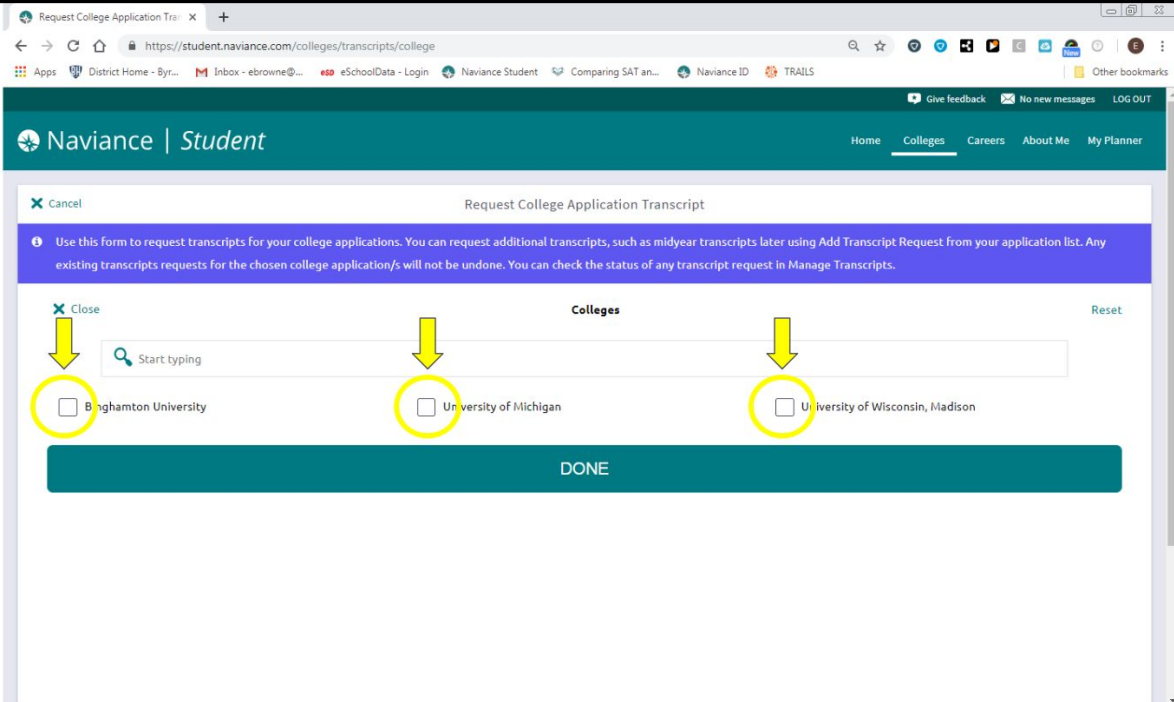
No Preference

Request and Finish

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



Click **DONE**

