

NAVIANCE — HOW TO REQUEST MY TRANSCRIPT

LOGIN – CONNECTION.NAVIANCE.COM/MSDHS zip code 33076


USERNAME: YOUR STUDENT NUMBER WITHOUT THE “P”

PASSWORD: YOUR DATE OF BIRTH (MM/DD/YYYY)



*****SAT/ACT SCORES NOT ON TRANSCRIPT**

SAT scores - msdstrong@collegeboard.org

Click on SEARCH BAR for “**COLLEGES I’M THINKING ABOUT**” and type in school name

Select the school from the list at the bottom and hit the **heart**  icon at the top of the page to add it to “**SCHOOLS I’M THINKING ABOUT**”.

ADD as many colleges as you’d like.

Go to **HOME** page, click on “**COLLEGES I’M THINKING ABOUT**” and you will see your list of schools. To move to your APPLICATION list, select the box  And **MOVE TO APPLICATION** (top header). Answer all questions on the next page, Select the type – Regular Decision, Early Action, Early Decision, Rolling * you must select the CORRECT type. If you are unsure, please read your application documents and/or ask Mrs. Farrand. Select HOW you are sending your application; Common App, if a Common App school or Directly to the Institution. If sending Common App you MUST fill out green Common App form in the Registrars office ONE TIME and pay \$2.00. Check off  “I’ve already sent my application” then **ADD AND REQUEST MY TRANSCRIPT**

You MUST select what type of transcript you are sending; either INITIAL(fall), Mid-YEAR (Jan) or FINAL (May). Make sure your college of choice is selected then select **REQUEST AND FINISH**. Repeat for all colleges you would like a transcript sent to AFTER application sent.

Finish the process by paying \$2.00 for EACH transcript either via e-store <https://osp.osmsinc.com/browardfl/> or bring to Mrs. Pena the Registrar

INDIVIDUAL TRANSCRIPTS - may be requested in the Registrar’s office (scholarship, unofficial, official, SSAR, misc) for \$2.00 each (cash only). Please allow a 24 hour turn around. (ORANGE FORM)

ELECTRONIC TRANSCRIPT - Must be used for most Colleges/Universities in the State of Florida. One form may be used to select your Florida Colleges. Pick up and pay at the Registrar’s Office \$2.00 each school selected. (PINK FORM).

COMMON APPLICATION - If your College of choice is a Common App school, select your senior Guidance counselor, complete instructions for letters of Recommendation and fill out the Common App form in the Registrar’s Office to request your transcript to be attached to your application. \$2.00 one-time fee for all schools selected.

