

“Ordering Final Transcripts”

Good Morning Panther Alumni,

Below are several important items regarding your Naviance account, access to school email/Google Drive, and information on how to order final transcripts through Naviance. Video directions are included in this email outlining how to order your final transcript through Naviance.

Prior to ordering your final transcript you must complete the following steps to update your Naviance account with your personal email. Please see steps below if you have not done so already.

For your Naviance account: **You must update to your personal email account before August 1st, 2021**

Please update your school email address by following these instructions:

- Go to About Me > My Account
- Under Contact, select EDIT (pencil icon on right)
- Enter email address and Save
- Student will go to their school's URL
 - <https://student.naviance.com/oehs>
 - <https://student.naviance.com/oswegohs>
- Select Alumni option
 - **Do not use Clever login option**
- Enter email address and select *Forgot your Password* link to set a new password.

You will receive an email to reset the password and gain access to Naviance. If you have any issues logging into your Naviance account, email Andrea Parker at aparker@SD308.org or Patti Marcinko at pmarcinko@sd308.org.

Moving forward you will use your new password to access Naviance using the Alumni login.

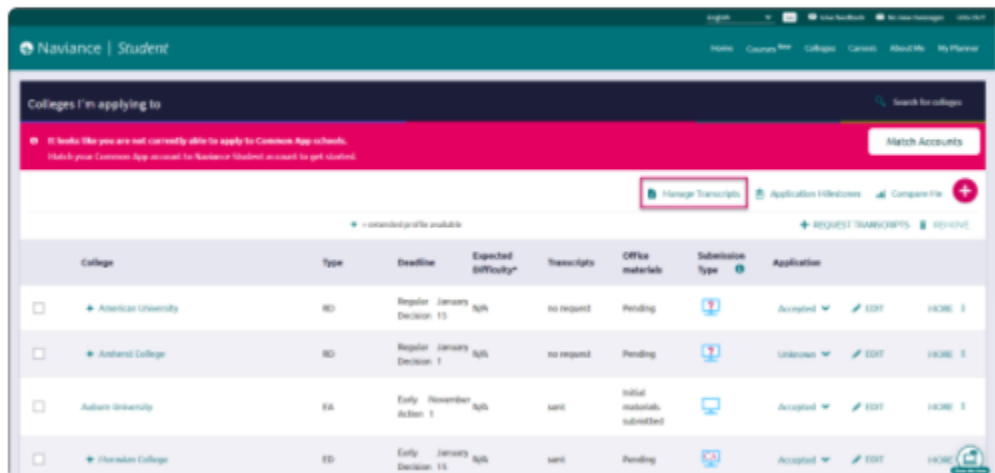
Ordering Final Transcripts

All transcript requests will go through Naviance. Video directions outlining how to request your final transcript can be accessed [here](#).

Important step for Requesting Final Transcripts: Be sure you have updated your admission status for your college of choice to "Accepted". Then you can request your final transcript.

Student Requests a Final Transcript in Naviance Student

1. From **Naviance Student**, navigate to **Colleges > Colleges I'm Applying To**.
2. Select **Manage Transcripts**.



3. Select **Request Final Transcript** for your Attending College.



School EMAIL:

Your school email will expire this summer. You will no longer have access starting on August 1st, 2021.

If you would like to take your SD308 Google emails and files with you, please use Google Takeout. You will be able to identify your archive format: file type, archive size, and delivery method. Information about transferring files can be found [here](#).