

**START  
HERE**



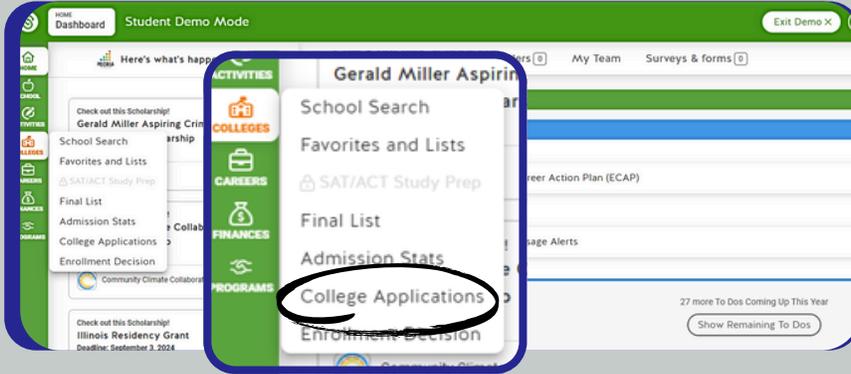
Go to Educational Resources in Student Portal.  
Click on SchoolLinks.

**HOW TO...**

**REQUEST  
YOUR  
TRANSCRIPT  
BE SENT TO  
COLLEGES**



**ACCESSING APPLICATION MANAGER**  
Hover over the Colleges icon. Click College Applications.



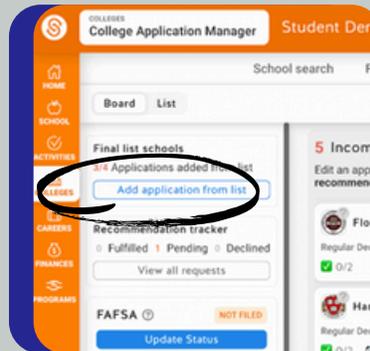
## HOW TO ADD YOUR REQUEST

Choose one of the following options:



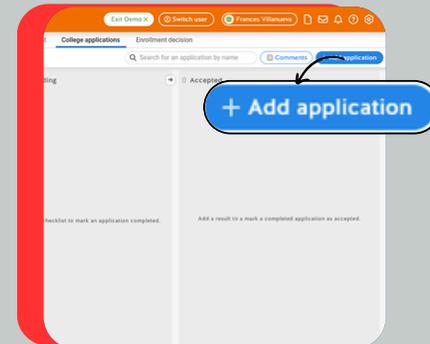
**Choose from a College in Your List**

Select the school that needs a transcript by clicking the pencil icon next to the school either under Incomplete or Completed & pending.



**To Add A College From Your Favorites/List**

If it's a new application for a school in your favorites list, click on "Add application from list" in the top-left. Fill in the details of the type of application, and click Save Application.



**To Add A College Not in Your List**

If your college is not in your list, click on "Add application" in the top-right. Fill in the details of the type of application, and click Save Application.

**ONCE AN APPLICATION IS ADDED, THE TRANSCRIPT REQUEST IS AUTOMATICALLY SENT TO CEHS RECORDS TO FULFILL.**

## CHECKING THE STATUS ...

Select the application to visit the application details page. You will notice that any required documents from counselors (like initial and midyear transcripts) are automatically requested. Status of your requested documents can be viewed here.

