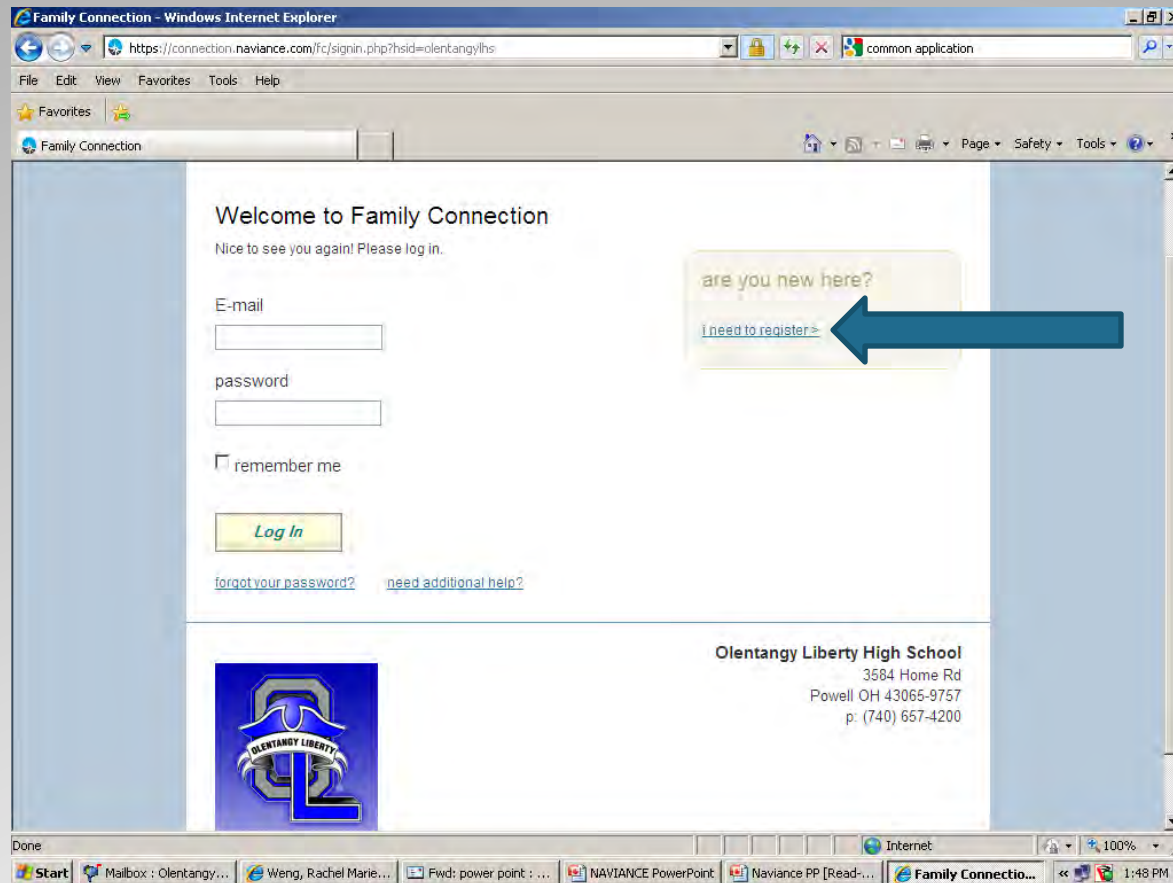


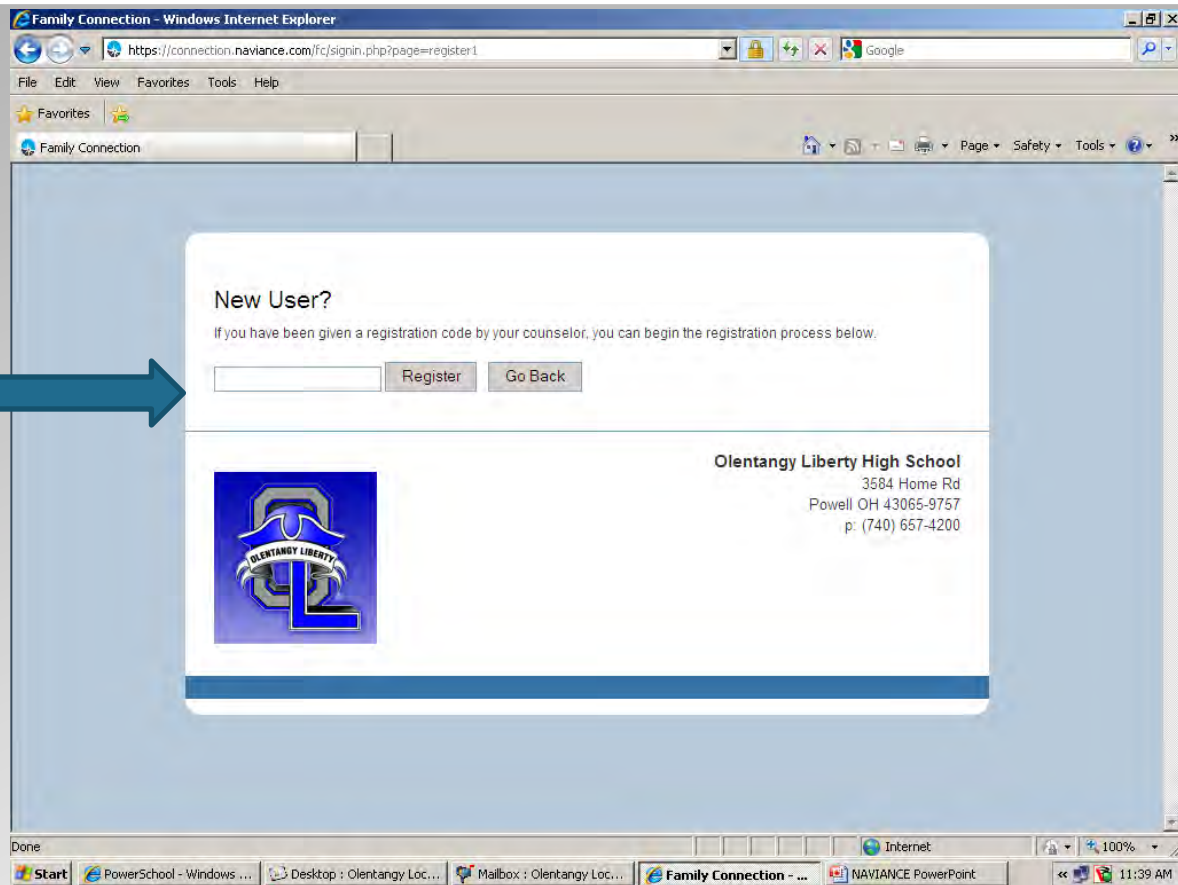
# NAVIANCE

SENIORS

How to Register & Request a Transcript



Go to [connection.naviance.com/olentangylhs](https://connection.naviance.com/olentangylhs)  
to set up your Naviance account (if you have not already done  
so)  
Click on “I need to register”



You will enter your registration code - the one provided to you. Once logged on, you will be prompted to set up a username and password. Please use your personal e-mail for your username and olhs+student ID for password (e.g. olhs555555)

Family Connection - Windows Internet Explorer

https://connection.naviance.com/family-connection/

File Edit View Favorites Tools Help

Family Connection

Olentangy Liberty High School Logged in as: Liberty Patriot (log out) Manage my account

# family connection

colleges careers about me my planner

pages

Welcome

## WELCOME PATRIOTS!!!!

links

- o cis
- o ap
- o act website
- o sat
- o ncaa
- o the common app

You have no new messages

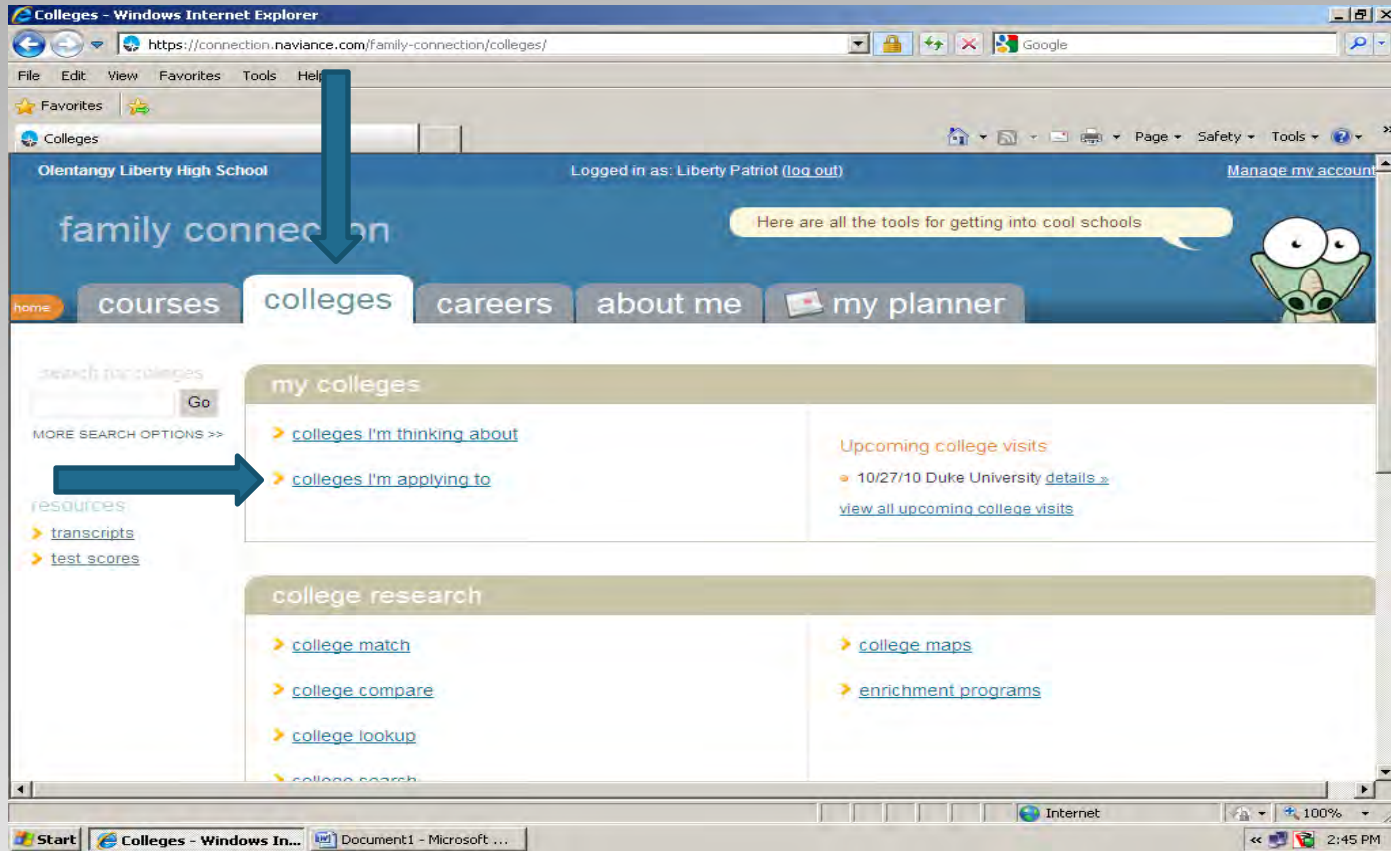
[document library](#)

[contact us](#)

Olentangy Liberty High School  
3584 Home R...  
Powell OH 43065-975  
p: (740) 657-4201

Done

Start Mailbox : Olentangy... Wengy, Rachel Marie... Fwd: power point : ... NAVIANCE PowerPoint Naviance PP [Read-... Family Connectio... 1:49 PM



Once you go to Colleges – You will then need to click on “Colleges I’m Applying To”

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://connection.naviance.com/family-connection/colleges/application>. The page title is "Colleges I'm Applying To". The navigation menu includes "home", "courses", "colleges", "careers", "about me", and "my planner". The "colleges" tab is active, showing a search bar and a "Go" button. Below the search bar are links for "my colleges", "college research", "scholarships & money", and "resources". The main content area is titled "colleges I'm applying to" and features an "IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION". The notice includes a disclaimer about FERPA and a list of two options: 1. "The institution does not save recommendations post-matriculation..." and 2. "I waive my right to access below, regardless of the institution to which it is sent:". Below the notice are three radio button options: "Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.", "No, I did not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.", and "By completing this form, I authorize all schools that I have attended to release all requested records covered under the Family Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying...". Below the notice are input fields for "Common application username:", "Common application password:", and "Confirm password:", followed by a "submit" button. The browser's taskbar shows the Start button, open windows for "Colleges I'm Applying...", "Document1 - Microsoft ...", and the system tray with the time "2:45 PM".

You will then see this page....you must check "YES" & the "Permission Box" - You may skip the CommonApp username and password.

Colleges I'm Applying To - Windows Internet Explorer

https://connection.naviance.com/family-connection/colleges/application

common application

File Edit View Favorites Tools Help

Colleges I'm Applying To

home courses colleges careers about me my planner

search for colleges

colleges I'm applying to

+ add to this list | request transcripts | compare me

MORE SEARCH OPTIONS >>

College	Type	Applying via Common App?	Submissions	Deadline	Transcript	Office Status	My App.	Results	Actions
<input type="checkbox"/> Univ. of Cincinnati	RD				no request	Pending	app submitted	Unknown	EDIT CONTACT GRAPH VIEW

Delete Application

College that I am attending

(no college selected) Update

Teacher Recommendations

No teachers currently listed.

COMMON APPLICATION PRIVACY NOTICE

You have indicated that you DO waive your right to access Common Application recommendation forms completed by your school. You have indicated that you authorize all secondary schools you have attended to release all requested records and review your application for the admission process. This information was recorded by you at October 27, 2010 2:46 PM from the following IP Address:

Done

Start Mailbox : Olentangy... Weng, Rachel Marie... Fwd: power point : ... NAVIANCE PowerPoint Naviance PP [Read-... Colleges I'm Appl... 2:13 PM

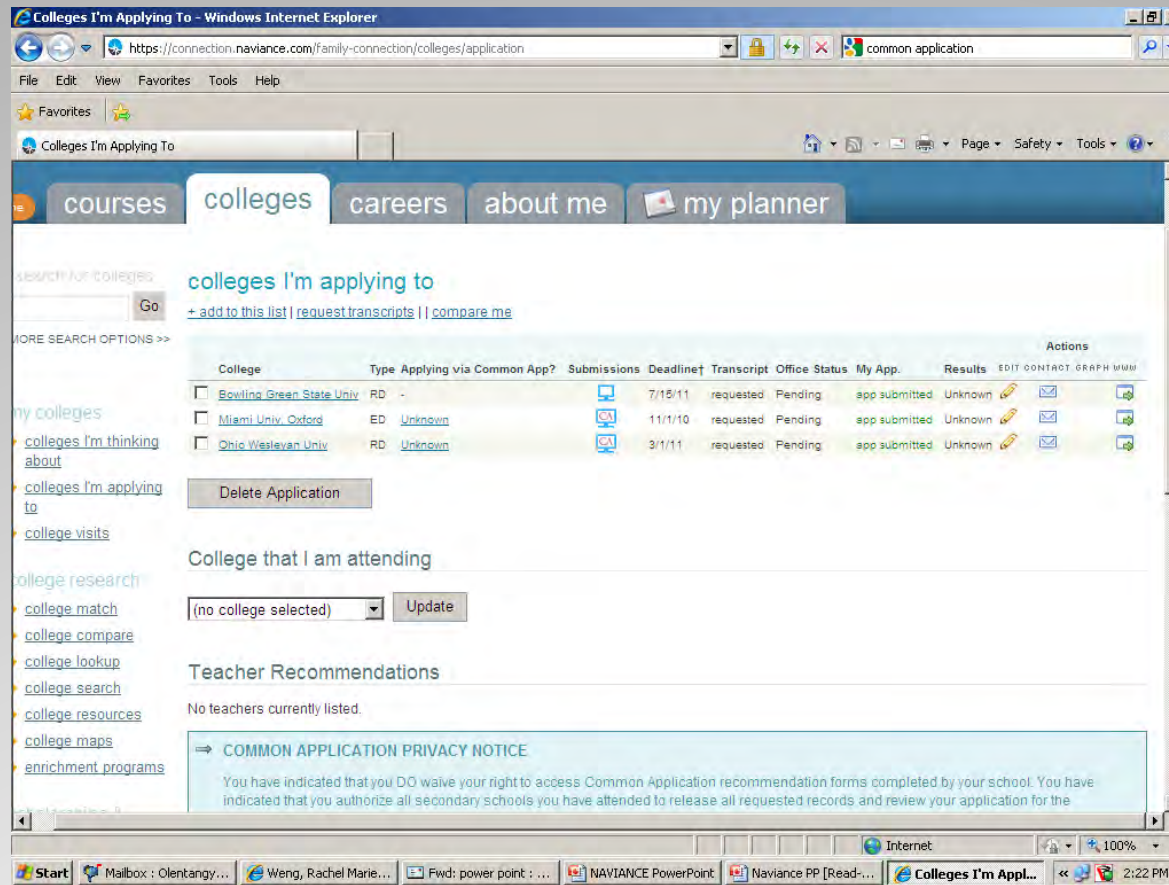
To request a transcript you must first add your colleges. To add colleges that you are applying to, click +add to list.

colleges I'm applying to

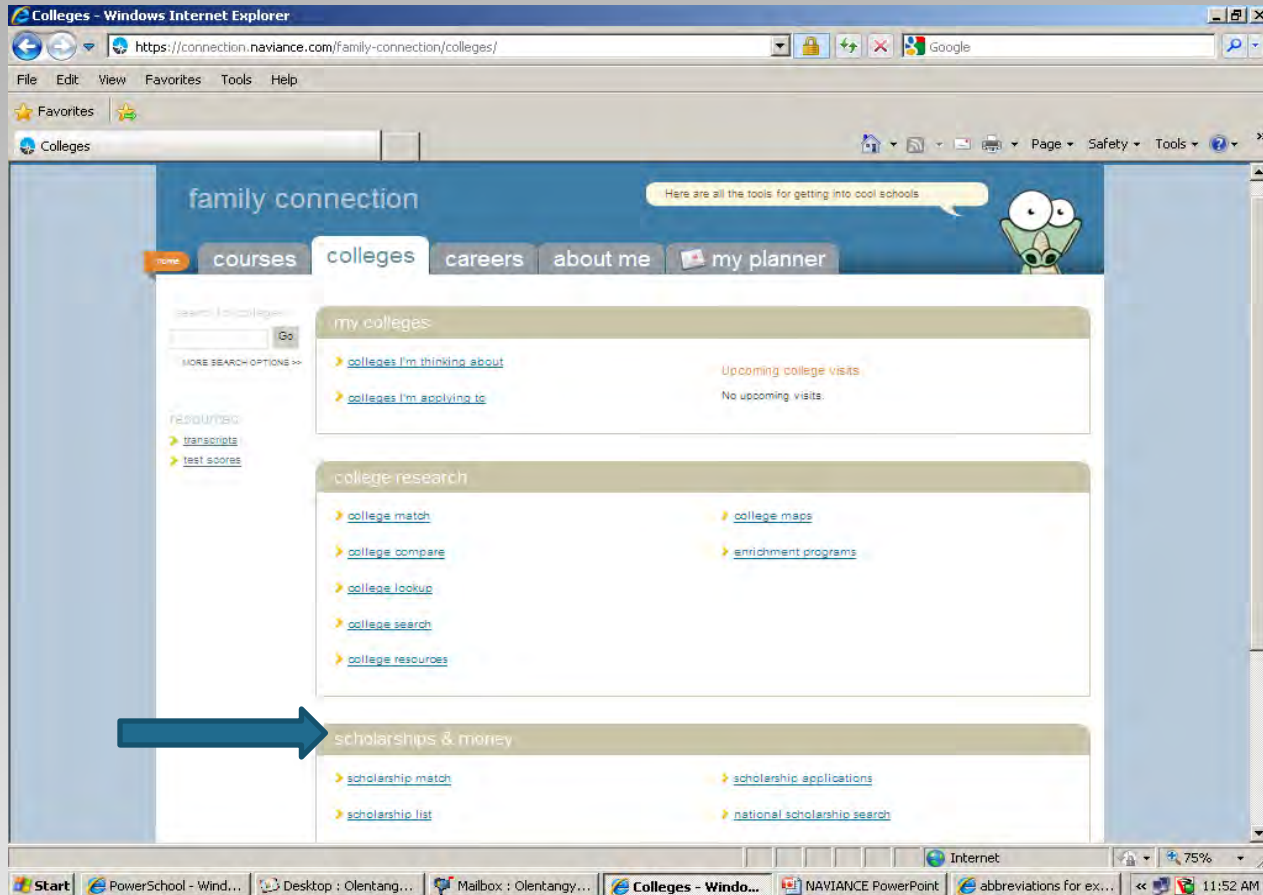
Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	College	lookup
Regular Decision	Bowling Green State University	:lookup
Early Decision	Miami University, Oxford	:lookup
Regular Decision	Ohio Wesleyan University	:lookup
Regular Decision	(click lookup)	:lookup
Regular Decision	(click lookup)	:lookup

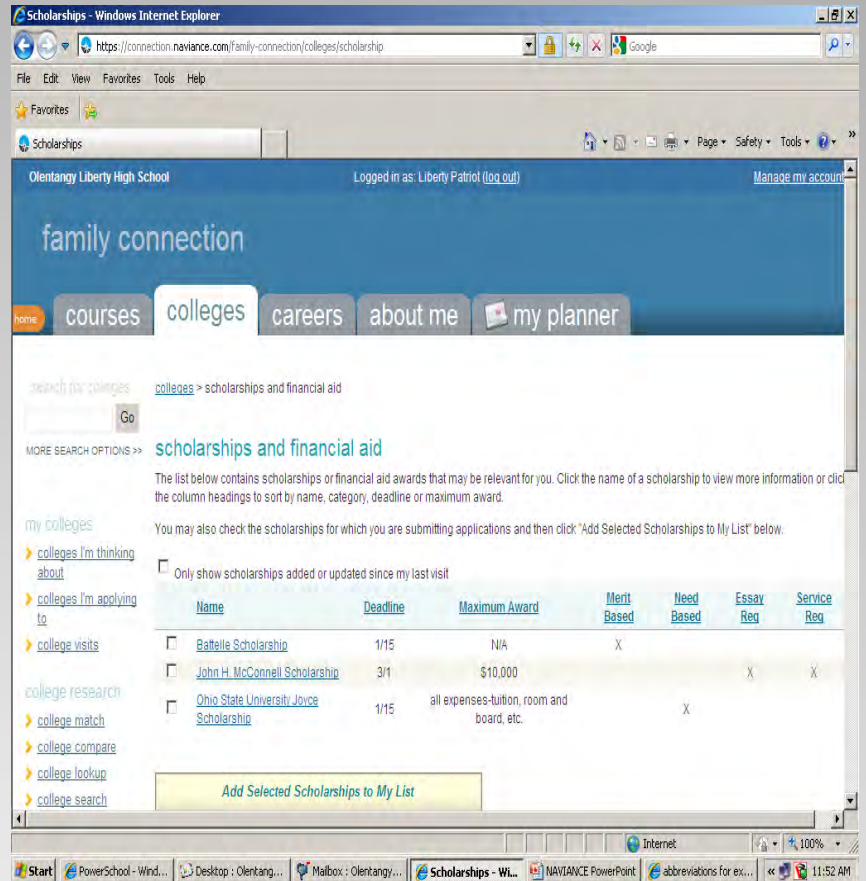
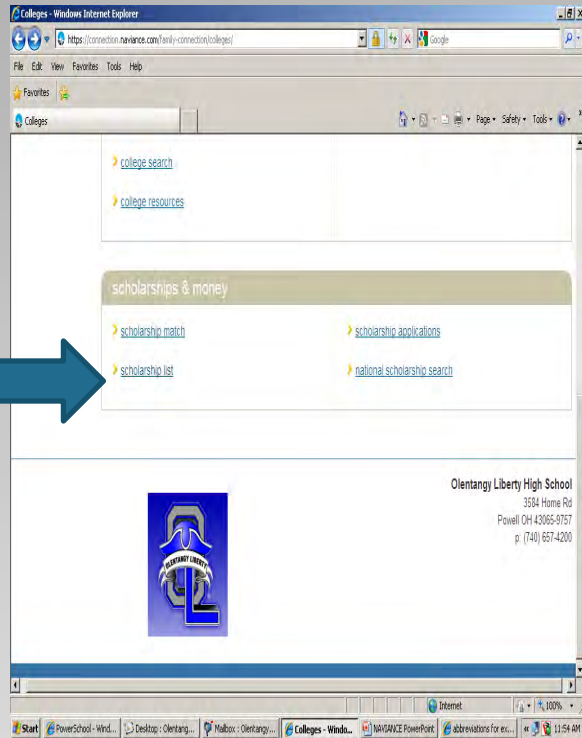
To find your college, you must use the lookup option.  
REMEMBER: We DO NOT send test scores even though this page gives that option!!!!



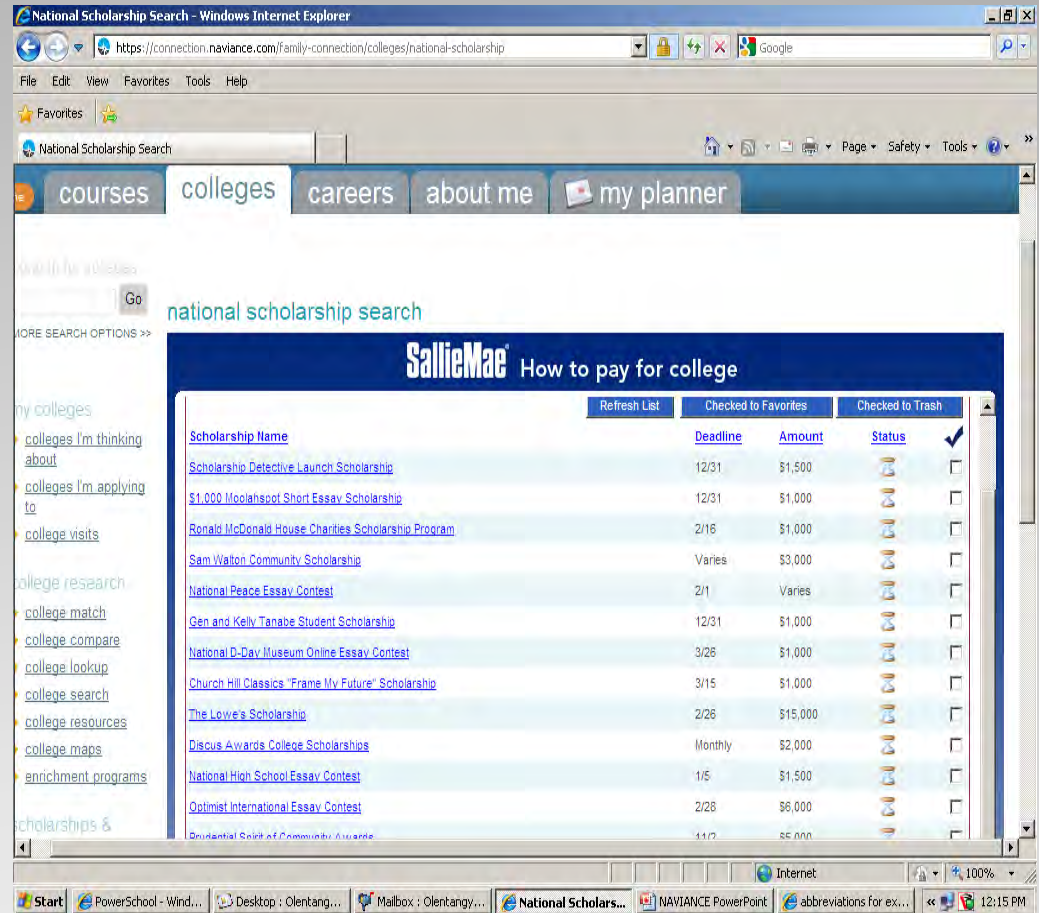
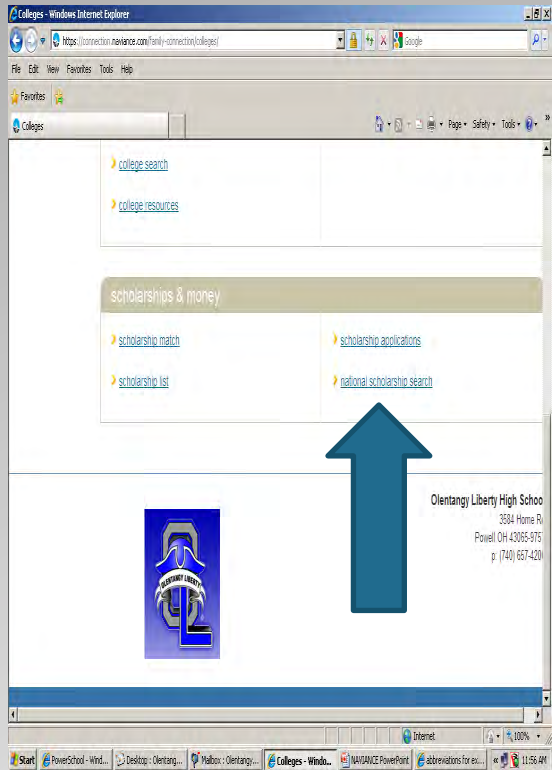
This is where the Guidance Department can track where you have applied and where you would like us to send your transcripts.



Also, under colleges you can search for local/national scholarships and financial aid information.



Click on "scholarship list" and you will see all the local scholarships.



You can also click on "National Scholarship Search" to find more available scholarships.

Thank you for using Family Connection

You are now signed out.

[sign back in](#)



See you later alligator!



**Olentangy Liberty High School**

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