

STUDENT TRANSCRIPT REQUESTS FROM TRACKED APPLICATIONS

In order to request that an advisor send a transcript to a school for which you are tracking an application, please follow the steps below:

- 1) From My Plan click on *My Education*

The screenshot displays the CareerCruising user interface. At the top, the user is identified as Amanda Jackson from Northern High School in Toronto, Ontario. A progress bar indicates 88% completion. The sidebar on the left contains a list of navigation options: My Assessments, My Careers, My Education (highlighted with a yellow arrow), My Scholarships & Financial Aid, My Connections, My Education Plan, My Goals & Plans, My Activities & Experiences, My Assignments & Activities, and My Journal. The main content area is divided into three columns: 'My Assessments' with a list of tests (Matchmaker & My Skills, Test Jeanne, test nnnnnn, test), 'Ability Profiler' with a 'View More' button, and 'Learning Styles Inventory' showing a primary auditory learning style (50%) and secondary tactile learning style (35%).

2) Select your tracked applications by clicking on *Application Tracker*

The screenshot shows the 'My Plan' page with a progress bar at 88%. The left sidebar contains a menu with 'Application Tracker' highlighted. The main content area has sections for 'My Education', 'My Saved Schools', 'My Saved Majors', 'School Selector Results', 'Application Tracker', 'My Transcripts', and 'Campus Visit Reports'. A yellow arrow points from the 'Application Tracker' link in the sidebar to the 'Application Tracker' section in the main content area.

3) Select one of the schools for which you are tracking an application.

The screenshot shows the 'Application Tracker' page with a table of tracked applications. A yellow arrow points to the 'A.T. Still University of Health Sciences' entry.

College Name	Deadline	Status
A.T. Still University of Health Sciences	July 17, 2012	In Progress
Abraham Baldwin Agricultural College	Rolling Admission	Not Started
Academy of Hair Design	Rolling Admission	Submitted, Awaiting Response
Adams State College	Rolling Admission	Not Started
American Baptist College of American Baptist Theological Seminary	July 11, 2012	Not Started
American InterContinental University Houston	Feb. 10, 2013	Not Started
Anaconda Job Corps Center	Jan. 24, 2013	Not Started
Anthem College	Dec. 20, 2012	Not Started

4) Click on the *Request Transcript* button and your request will be sent to your advisor.

The screenshot shows the 'My Plan' page for user Amanda. At the top, there's a navigation bar with 'Español', 'Help', and 'My Account'. Below that, a user profile for Amanda is shown. The main navigation includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. The 'My Plan' section features a progress bar at 88%. A sidebar on the left lists 'My Education' options like 'My Saved Schools', 'My Saved Majors', 'School Selector Results', 'Education History', 'Application Tracker', 'Campus Visit Reports', 'Personal College Profile', and 'NCAA Participation'. The main content area shows details for 'A.T. Still University of Health Sciences' in Kirksville, MO. Under 'My Application Status', the current status is 'In Progress'. A yellow arrow points to the 'Request Transcript' button at the bottom right of the school's profile.

5) You can track the status of your request by viewing *My Transcripts* from *My Education* in My Plan.

The screenshot shows the 'My Education' page for user Amanda. The page title is 'My Education' and it includes a progress bar at 88%. The sidebar on the left lists 'My Education' options. The main content area is divided into several sections: 'My Saved Schools' (listing Academy of Natural Therapy, Albany Law School, Antioch University Seattle, Augustana College, and Carroll College), 'My Saved Majors' (listing Animation, Interactive Technology, Video Graphics and Special Effects, Architectural Drafting and Architectural CAD/CADD, Curriculum and Instruction, and Landscape Architecture), 'School Selector Results' (listing Undergraduate Schools and Graduate Schools), 'Application Tracker' (listing A.T. Still University of Health Sciences, Abraham Baldwin Agricultural College), 'My Transcripts' (listing Adams State College, Alma College), and 'Campus Visit Reports' (listing Academy of Hair Design). A yellow arrow points to the 'My Transcripts' section.