

# Requesting Transcripts: 2-Step Process

1. Add college you are applying to Naviance.
  - *Log onto your Naviance student account.*
  - *Select the COLLEGES tab.*
  - *Under COLLEGES select “Colleges I’m Applying To”*
  - *Click on “+”, add each college/university, including application information*
  - *Click “Add Application”*
2. Go to MyPaymentsPlus and fill out the "Transcript, Fee and Request Form" and pay \$2 per transcript.
  - For Common Application documents, you MUST link your Common App account to your Naviance account. (An instructional video on how to do this is located on your Naviance homepage.)
  - **It is your responsibility to complete ALL parts of the above process, or transcripts will not be sent.**

We will begin accepting transcript requests on August 26, 2020.

# Details for MyPaymentsPlus

- Login to [MyPaymentsPlus](#)
- Click "Events and Activities"
- Click "Acts and Services"
- Click "Transcript, Fee, and Request Form"
- Click "Add to Cart"
- Complete the form in its entirety
  - We send official high school transcripts directly to the college from Walton
  - Do not choose the option "Pick Up at School"
- Click "Save"
- If you need more than one transcript, click "Add Another for Each Additional College"
- Checkout and Pay