

## Steps/Guidelines for Requesting Transcripts via Family Connection

1. **Log onto Family Connection** - Go through Mercy website - [www.mercyhs.com](http://www.mercyhs.com) - scroll to Naviance under Counseling section. Click on Naviance word and enter user name (e-mail address) and passwords (if you forgot your password, click on the box that will send you your password in the e-mail you registered with).
2. **Common Application (CA)** - If you are using the common application visit [www.commonapp.org](http://www.commonapp.org) and set up account. You will complete your application on the common app site.
3. **Completing FERPA Agreement** - After logging on to Naviance, you will need to complete the FERPA consent form. You must complete in order for you to continue and for your application materials to be processed. Note that you will need to enter CA username and password you used when beginning your CA application. These MUST match in order for your application and all components processed on-line through Naviance. (If you have made an error, see Mrs. Pagano to reset information.)
4. **Go to Colleges Tab** - Complete the "Colleges I'm applying to"
5. **Electronic or Manual Submission** - Once you have entered your colleges, you will see if they accept CA or not. If you see a postage stamp, this means the application MUST be processed manually. You will need to address a yellow envelope and a blue postcard found in the counseling library. This section will also show you if you have requested transcripts, if the application is pending or processed, if you have completed your application and the college's decision/result (when available).
6. **Teacher Recommendations** - On this same page you can also list your teacher recommendations. It is important that you complete this step; otherwise teachers will NOT be able to complete any necessary forms. You still need to ask a teacher in person and have them sign the blue sheet available on the bulletin board outside the counseling office. You can also see when the letter is complete and ready to be sent electronically.
7. Click on **'Request Transcript'** - and include each college you would like to have a copy of your current transcript. Your transcript will be sent electronically along with teacher/counselor recommendations and forms.