How to request a transcript for current NCSSM students

1. Sign in to Naviance Family Connection

   • Log in to my.ncssm.edu.
   • Naviance should appear as a tile. If it does not, type in Naviance at the search option at the top left hand side of the page.
   • The Naviance account name is nsciencemath.
   • Your username is your entire NCSSM email address (for example Jones17T@ncssm.edu).
   • If you have forgotten your password, click “I forgot my password.”

2. Transcripts requests for scholarships, summer opportunities, enrichment programs, etc.

   • To request a transcript for a scholarship, click on colleges tab
   • Under resources, click on transcripts
   • Click on request transcripts for scholarships or athletics
   • Type in mailing address and deadline date and any instructions
   • Click on Add Transcript Requests