

Naviance Unofficial Transcript Download

GIVE STUDENTS DIRECT ACCESS TO THEIR RECORDS



With this Naviance feature, students can download their own transcripts—uploaded via eDocs or MTM—directly from their student portal, complete with a watermark for compliance.

Why It Matters

- Empowers student independence
- Reduces staff workload
- No printing or emailing required
- Keeps students informed

How It Works

1. Enable Access

- Staff Portal > Setup > Preferences > eDocs > Transcript Manager
- Check “Allow students to download transcripts”

2. Choose Grade Levels

- Select which grades (6–12 or Alumni) get access
- Nothing is enabled by default—you must opt in

3. Upload Transcripts

- Upload transcripts in student profiles or with the multiple transcript manager

3. Student Experience

- Go to **Manage Transcripts** under Colleges menu
- Click **Download unofficial transcripts**
- Select specific or all files
- Transcripts display upload date and “Unofficial” label

[Watch how to](#) download transcripts directly into Naviance.