## Sending Transcripts using CFNC

- 1) Go to CFNC.org.
- 2) Sign in to your account. Each PHS student has a CFNC account they used when registering for their 2014-15 courses. If you do not remember your password, click "Forgot my Account Name or Password," and they will send you your information.
- 3) Click on the "Apply" link in the middle of the bar at the top of the page.
- 4) Click on "Transcript Manager."
- 5) Click on the "This is Me" section. You will find it in the middle of the page, by the second bullet. Review your Profile. Make sure your NC WISE number (your lunch number) and all other requested information is showing on your Profile. Click the "Edit" button if you need to add any information. Once this information is current, return to the previous page (like the screen showing below).

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My CFNC	Plan To Colle	Apply	Pay	Save (NC 529)	
	To Colle	ege   For Financial Ald			
ranscript Manage	er				
e Transcript Manager allows j nen applying online through C	public high school students in North Carc	plina to electronically request the	eir official high school transcript and s	submit it with their application	
	s students track their submitted transcrip	te. They can view the date their t	ranscript was sent the confirmation	number of their transcript	
	ranscript. Through the Transcript Manage				
order to send electronic trans	cripts, you must:				
	Iled at the time of graduation, at a <b>particip</b> are not sure about your school's current s				
<ul> <li>First and Last name - Thi</li> <li>NCWISE Student ID - This</li> <li>E-mail address</li> <li>Gender</li> <li>Date of birth</li> </ul>	the following information in the This is Me s must match your NCWISE name (use th s can also be found on your report card.	he name that appears on your r		hool counselor).	
	are ready to proceed to the Transcript Ma	nager. A successfully requested	I transcript should be received by the	college within 1-2 business	
ys.					
portant Announcement:					
	will be offline beginning Friday afternoo this time via CFNC.org, but will NOT be			processing. Transcript	
		Go to Transcript Manager			

- 6) Click "Go to Transcript Manager".
- 7) Scroll through the list of schools, and click each school you want to receive your transcript.

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	result i to the 1 Please Pop-up blockee A succo days. College are offi <u>mportant</u> The NC Di nid-July 2 his time v	n a duplicate tran Transcript Manage only request a 2r blockers must be rs from your internessfully requested es and Universitie icially recorded a <u>Announcement</u> : Pf transcript system 2013 due to yeare	script request). Pl r to view tracking Id transcript to the turned off for this net browser's tool I transcript should s may take up to t s received. n will be offline be	ease nav status. same in: feature b bar befor be receiv hree wee ginning F	igate to another ( stitution if the 1st to run properly. P re requesting an ved by the colleg eks to process tra Friday afternoon J anscript requests	Please disable pop-up electronic transcript. e within 1-2 business nscripts before they lune 28, 2013 through may be made during						III
		IPT REQUEST ST	ATIIS:									
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- 8) Click "Send My Transcript" at the bottom left side of the page.
- 9) Monitor the status of each request in the section under the blue "Transcript Request Status" bar.

Person High School students applying to institutions of higher education in North Carolina are to submit their transcripts directly to the colleges, universities, and community colleges through CFNC. Final transcripts will automatically be sent to the institutions you applied to using CFNC.