

Uploading a Single PDF Transcript using Naviance eDocs

You can upload a pdf transcript to a student folder. The process is the same for initial, midyear, optional, final, and transfer transcripts. The permission "Upload single transcripts" must be given to user roles to have the ability to upload transcripts.

To upload a single transcript:

1. Open a student folder.
2. Click the **eDocs** tab.
3. Click the **Prepare** tab.
4. Click the **Add** button to add a transcript to the transcript table.
5. Choose the type of transcript from the drop-down list.
6. Click **Choose File** to locate the transcript to upload.
7. Click **Upload File**.
8. Once prepared, the transcript will appear in the transcript table. If you need to view, replace, or delete a transcript, click the corresponding link in the **Actions** column of the table.

Note: If you upload a transcript that is already prepared for the student, the transcript will override the existing file. If the transcript you are uploading into Naviance is a protected document it will cause a failed submission when submitting to Common App colleges. The document may say secured or have a pdf/A on the top in a blue bar or corner once you upload and open it. By renaming and resaving the file the document will no longer be a secured document allowing you to submit.