

Step 1) Student accesses the GACollege411 site <https://secure.gacollege411.org/>

Step 2) Student Selects the **Request and Track Your Transcript Option**

The screenshot shows the top section of the GACollege411 website. The logo "GACollege411" is prominently displayed in blue and orange, with the tagline "Expand Your Opportunities" below it. To the right, there is a search bar with a "Go" button and the text "En español cuando disponible". Below the logo, a navigation bar contains several menu items: "CAREER PLANNING", "OFF TO WORK", "COLLEGE PLANNING", "FINANCIAL AID PLANNING", and "YOUR PORTFOLIO". A secondary navigation bar below this lists "Prepare for College", "Test Prep", "Explore Schools", "Explore Programs and Majors", "Applications and Transcripts" (highlighted in yellow), and "Voices".

Applications and Transcripts

APPLY TO COLLEGE AND TRACK YOUR APPLICATIONS

You can apply online for admission to participating colleges. Track all your applications in progress.

Duration:  45-60 minutes

You've started a College Application(s)

[▶ Apply to College and Track Your Applications](#)

PRACTICE A COLLEGE APPLICATION

Everyone knows that practice makes perfect. Take this opportunity to practice a college application, so your real one will shine!

Duration:  30-45 minutes

[▶ Practice a College Application](#)

REQUEST AND TRACK YOUR TRANSCRIPT

Create a request to have your transcript sent to the destination of your choice.

[▶ Request and Track Your Transcript](#)

BE A STAR -- GET RECRUITED!

Help colleges recruit you! Pick your favorite colleges and make your portfolio data available for their review.

[▶ Get Recruited](#)

[Home](#) | [Career Planning](#) | [Off to Work](#) | [College Planning](#) | [Financial Aid Planning](#) | [Your Portfolio](#) | [Need Help?](#)

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Step 3) Student enters/verifies the personal information

Step 4) Student selects institution to receive transcript

GAcademy411
Expand Your Opportunities

Search: Go
En español cuando disponible

Justin Lu | Sign Out | Talk to Us | Need Help?

Prepare for College | Test Prep | Explore Schools | Explore Programs and Majors | **Applications and Transcripts** | Voices

Transcripts

- Request Transcript
- History

ACCOUNT INFORMATION

Please review your personal information below. To make corrections, edit your profile in Your Portfolio. To request that your transcript be sent to a postsecondary institution or other destination, please select your high school and the destination.

First name: Justin
Middle name:
Last name: Lu
Date of birth: 12/29/1994

High School: TRANS Independent High School - GA [Find](#)

Select destination from the list and click 'Continue':

- Abraham Baldwin Agricultural College
- Agnes Scott College
- Albany State University
- Albany Technical College
- Altamaha Technical College

[Continue](#)

Step 5) Student receives confirmation that the transcript has been submitted.

Prepare for College | Test Prep | Explore Schools | Explore Programs and Majors | **Applications and Transcripts** | Voices

Transcripts

- Request Transcript
- History

Your transcript request has been submitted. Please contact your counselor if any of your requests have not been approved within five days. Click on [Request Transcript](#) to request another transcript or click on [History](#) to view the status of all your requests.

Student Information	
Student name:	Lemire, Cindy
Date of Birth:	1/1/1988
Current status:	New Request on 7/11/2013 4:23 PM
Confirmation #:	14707335

Routing Information	
From High School:	YOUTH CHRISTIAN SCHOOL
Recipient:	Georgia Gwinnett College
Delivery Method:	Xap National Transcript Exchange

Note: All times displayed in Pacific time zone.

Home | Career Planning | Off to Work | College Planning | Financial Aid Planning | Your Portfolio | Need Help?
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POWERED BY XAP REACH FARTHER

Step 6) Counselor sees the request in the Professional Center and sends the transcript to the University <https://procenter.gacollege411.org/>

Sign In to Your Professional Center Account



Account Name:

Password:

[Forgot password?](#)

Don't have a Professional Center account?

- [Create a Professional Center Account](#)

What is the Professional Center?

The Professional Center gives you all the tools you need to manage your college and career planning programs - administration, reporting, communicating and managing students.



Students & Groups

Find individuals, define groups of students, and manage your groups.



Reporting

Create reports that show site usage, assessment results, and planning outcomes.



Resources

Find lesson plans for your subject and guidance in using the system.



Communication

Send or review your messages, and manage events that appear on student calendars.

Counselor can setup to receive an automatic email notification once the student submits a request. This is actually done on the

GAcollege411 Professional Center
Expand Your Opportunities

Students & Groups | Reports | Resources | Communication | Transcripts | Administration

Transcript Preferences

Does this school accept transcript requests from students? Yes, accept requests

Should someone be notified when a student requests their transcript? Yes, the following e-mail addresses should be notified of transcript requests:

* Enter at least one e-mail address
* Separate multiple addresses with semicolons (;)

What type of Student Information System (SIS) do you use? SASxp: dBase

How many days after upload should transcripts expire?

System default: Transcripts never expire. They are always accessible.

Transcripts never expire. They are always accessible.

Transcripts are no longer accessible 90 days after their upload date.

[Setup high school profile](#)

Step 7) Student can see the status of the transcript

Prepare for College | Test Prep | Explore Schools | Explore Programs and Majors | Applications and Transcripts | Voices

Transcripts

Request Transcript

History

When your counselor approves delivery of your transcript, the current status changes to "Transcript Awaiting Delivery" or "Transcript Released". Please contact your counselor if any of your requests have not been approved within five days. You will receive an e-mail notification whenever the status of your transcript request changes.

Recipient	Date Requested	Current Status	View Details
Georgia Gwinnett College	7/1/2013 4:24 PM	New Request on 7/1/2013	

Note: All times displayed in Pacific time zone.

Step 8) College/University will be able to download it in the Control Center <https://control.xap.com>

THE CONTROL CENTER

[Server: Live 6] Cindy Lemire :: Georgia Gwinnett College >>[change school](#)

log-out

My Control Center

Especially for:
Georgia Gwinnett College

Help

I'm Cindy Lemire,
your Client Services
Manager. [Contact](#)
[CSM](#)

My Quicklinks

▶1 cindy's test	▶5 Empty
▶2 Empty	▶6 Empty
▶3 Empty	▶7 Empty
▶4 Empty	▶8 Empty

[Edit QuickLinks](#)

Home
Application Controls
Application Processing
Reports
Outreach
Preferences
Help

Application Processing

+

add page to My Quicklinks

?

get help for this page

PDF Transcript Download View Options

View using:

Default View

create

From:

8/1/2013

to:

8/31/2013

Results:

100

update

Results: 1-42

PDF Transcript Download View [\(Open in Excel\)](#)

<input type="checkbox"/> Select All/None	View	Last Name	First Name	Sex	Date Submitted	Slots Downloaded
<input type="checkbox"/>		MUNILLA	FLORENCIA	F	08/12/2013 13:46	
<input type="checkbox"/>		HAUGHTON	CORTNI	F	08/04/2013 10:52	1, 2
<input type="checkbox"/>		MANN	AUSTIN	M	08/09/2013 04:07	
<input type="checkbox"/>		CHOWDHURY	ARUBA	F	08/12/2013 08:09	
<input type="checkbox"/>		SINGH	RAMAN	M	08/07/2013 01:44	
<input type="checkbox"/>		MENDEZ	DAISY	F	08/07/2013 01:44	
<input type="checkbox"/>		SMITH	KAIPREESHA	F	08/05/2013 09:02	1, 2
<input type="checkbox"/>		SIEGRIST	STEVEN	M	08/02/2013 11:35	1, 2
<input type="checkbox"/>		SORTO	JORGE	M	08/02/2013 09:56	1, 2
<input type="checkbox"/>		GOMEZ	EDGAR	M	08/13/2013 10:04	
<input type="checkbox"/>		RODRIGUEZ	CRISTINA	F	08/13/2013 10:04	