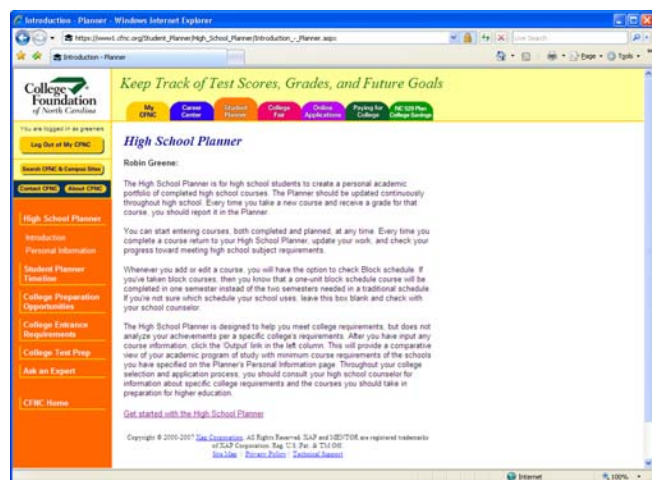


Student Instructions

Requesting an electronic HS transcript via CFNC.org's Transcript Manager.

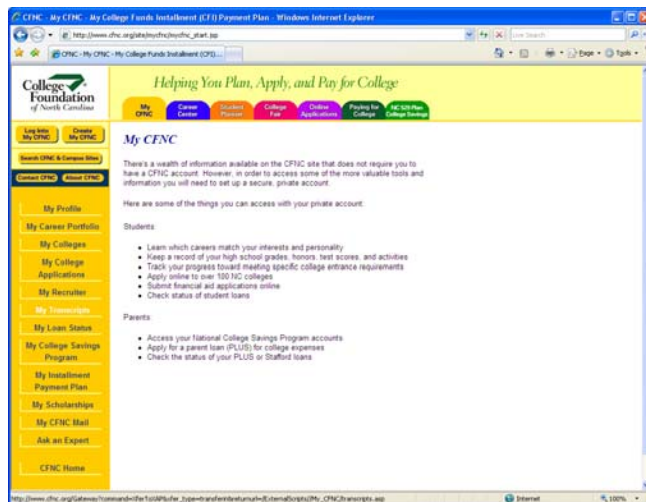
1. Launch a web browser and go to www.cfnc.org.
2. Click on the "Student Planner" tab and then click on the High School Planner link and log in to your CFNC account using your CFNC username and password. If you do not have one, you will need to create one by clicking on the **New User** button.
3. Once logged in, click on the Get Started with High School Planner link.



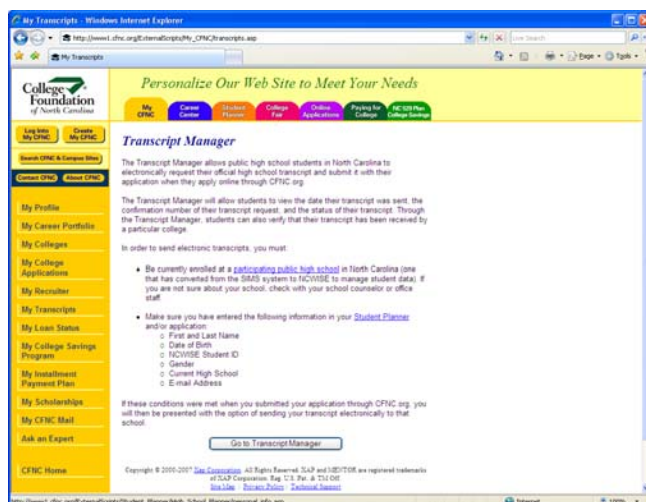
4. Verify that the following information in your Student Planner / Personal Information section is correct:
 - ❖ First and Last Name
 - ❖ Gender
 - ❖ Date of Birth
 - ❖ NCWise ID
 - ❖ E-mail Address (please note this email address – if the transcript cannot be delivered, an email will be sent to this email address)
 - ❖ 12th Grade High School

Make sure to click the SAVE button at the bottom of the screen if you make any changes in the High School Planner.

5. Click on the "My CFNC" tab and then click on the "My Transcripts" link:



This will take you to the Transcript Manager:



6. Click on the **Go to Transcript Manager** button.
7. Select the college or university you wish to send an electronic transcript to from the select list.
8. Click on the **Send my Transcript** button. A transaction ID will be issued for each request for tracking purposes.
9. Go to the "My CFNC" tab, then click on My Transcripts to track the process of each transcript within the CFNC Transcript Manager.

If, for some reason, your transcript cannot be processed, you will see that it has been canceled and you will receive an email to the email account specified in the Student Planner. You can verify the information on the CFNC Student Planner / Personal Information section – make sure you entered your correct NCWISE ID, and your name as it appears in the NCWISE system.

Contact your high school counselor for assistance.