

How to Request Your Transcript in Career Cruising!

Step 1: Go to www.careercruising.com

Username: RL-XXXXXX (your 6-digit student ID number)

Password: MMDDYYYY (Your birthday: 2 digit month, 2 digit day, 4 digit year) (if this is your first time logging in this year)

Step 2: If this is your first time logging in this year, you will be prompted to change your password and add an email address:

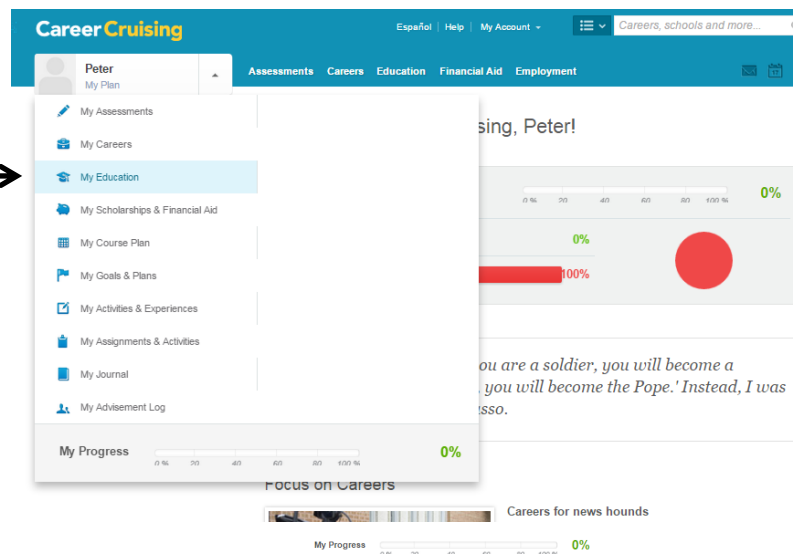
- **Password:** CHOOSE SOMETHING YOU WILL REMEMBER!

**Write it down here: _____

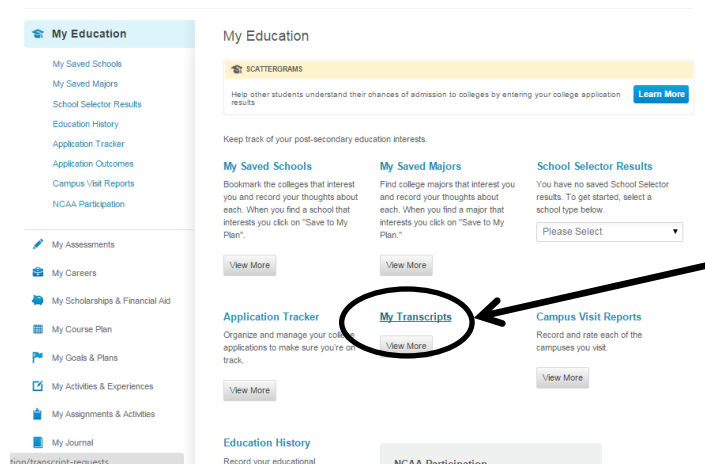
- **Email:** Put an email address that you will check, you can use for other college info, and that you will have after you graduate (so NOT your school rlxxxxx@stu.rlas-116.org email).

Scroll down and read the terms and conditions, check the box below, and hit "Submit."

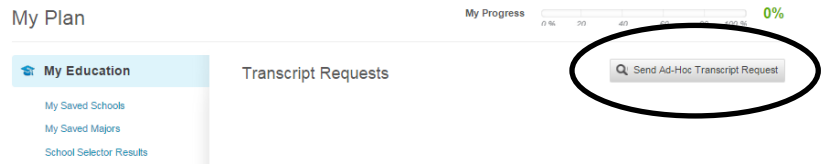
Step 3: Click on the arrow next to your name at the top (right under where it says CareerCruising), and click on "My Education."



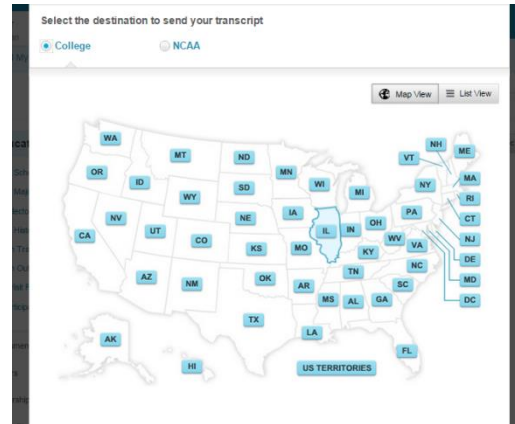
Step 4: Click on the link that says, "My Transcripts."



Step 5: Click on “Send Ad-Hoc Transcript Request.”



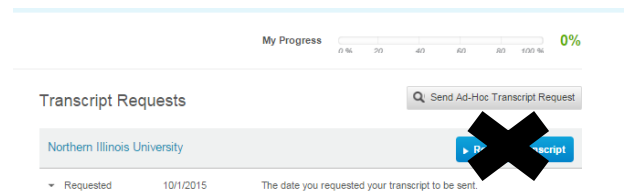
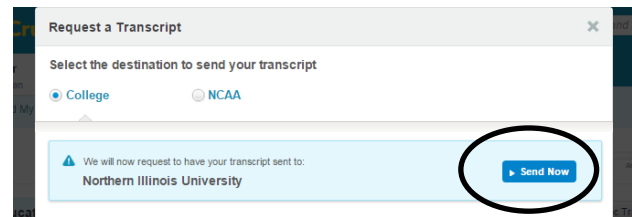
Step 6: Click on the state in which *the college* you are sending a transcript to is located:



Step 7: Click on the first letter of the school’s name, and then select that school from the list.

Step 8: Check to make sure that’s the right school, and then click “Send Now.”

- Once you click “Send Now” you will get a pop-up confirmation that your transcript request was submitted.
- You will then be taken back to see a list of all your transcript requests.
- DO NOT hit “Request Transcript” for that school again if you see it on the list. You will end up sending multiple requests for the same thing.
- If you want to send another transcript to a different school, then click on “Send Ad-Hoc Transcript Request” and go back to Step 5.



OPTIONAL, BUT REALLY, REALLY HELPFULL!

Your “My Education” page is a great resource to help you stay organized during the college search and application process. You can save college searches and majors, keep track of applications you are working on, and even take notes from campus visits.

When you get your admissions decisions you can record if you got accepted or not. This will even help future Panthers get an idea of their chances!

If you have any questions or concerns, please see Mr. Chiakulas or your counselor!