

For Scoir Students: Requesting Transcripts

In Scoir, you do NOT need to request a transcript; **moving a college to the Applying or Applied column of your My Colleges list is what will alert your counselor that a transcript is required.** Your counselor will be notified of what documents are required for this college and will be able to send forward your transcript if it is required.

*Please ensure that you have submitted your application via your preferred method before marking a college as **Applied**.

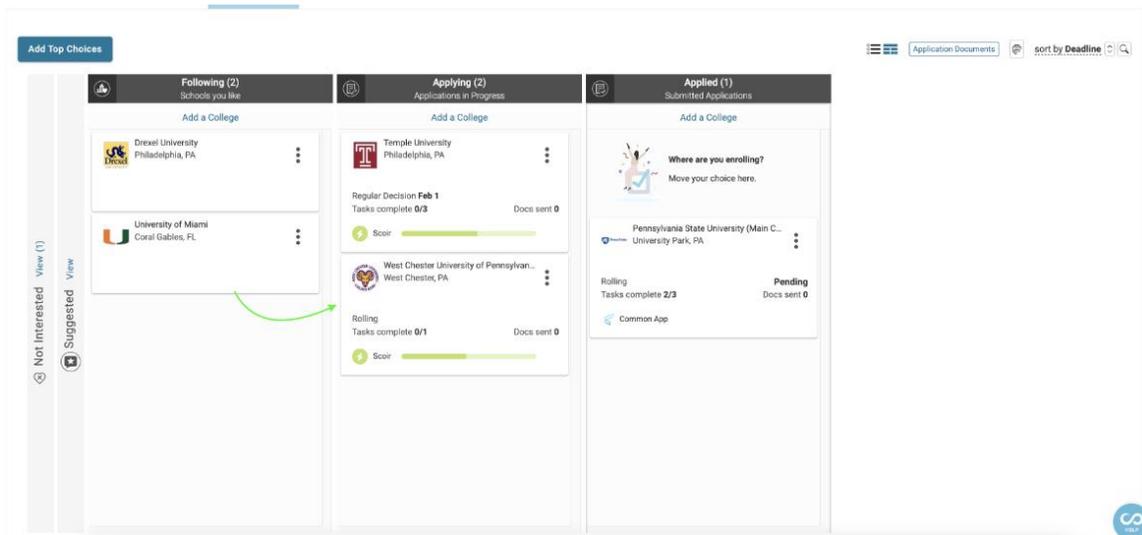
How do I request a transcript?

You do not request transcripts in Scoir. Moving a college to the **Applying** or **Applied** column of your **My Colleges** list will trigger the request on your behalf to your counselor in Scoir automatically.

1. Go to your **My Colleges** list.

The screenshot displays the Scoir 'My Colleges' interface. At the top, there is a search bar and navigation icons for Home, Discover, My Colleges, Messages, and Me. Below the navigation is a section for 'Update Top Choices' with the IUP logo and a search bar. The main content area is divided into three columns: 'Following (6)', 'Applying (6)', and 'Applied (6)'. Each column has an 'Add a College' link. The 'Following' column lists colleges like Pennsylvania State University Park, SUNY at Binghamton, Saint John Fisher College, Scoir University, and University of Chicago. The 'Applying' column lists University of Rochester, North Carolina State University, and Villanova University. The 'Applied' column shows a 'Where are you enrolling?' section with a progress bar and lists colleges like University of South Carolina and The University of Texas at Austin. A sidebar on the left has 'Not Interested' and 'Suggested' filters.

2. Navigate to your **Following** column. Click on the college you are **Applying** or have **Applied** to and move/drag it to the appropriate column.



Alternatively, you can click the **+Add a college** button to add a college if it is not already in your **Following** column.

3. Once you move the college to the **Applying** or **Applied** column, you will be prompted to provide additional information including application type and method. To provide application type, select the type from those available in the window. Then, click **Save**.

How are you applying?
This information lets your counselor know to send your transcripts and other supporting documents.

Type

Method

Common ID

4. By moving this college into the **Applying** or **Applied** column, your counselor will be prompted within their Scoir accounts to send any application-related documents, including transcripts, on your behalf.