



# My Future: Transcript Request User Guide





# Register on the My Future platform

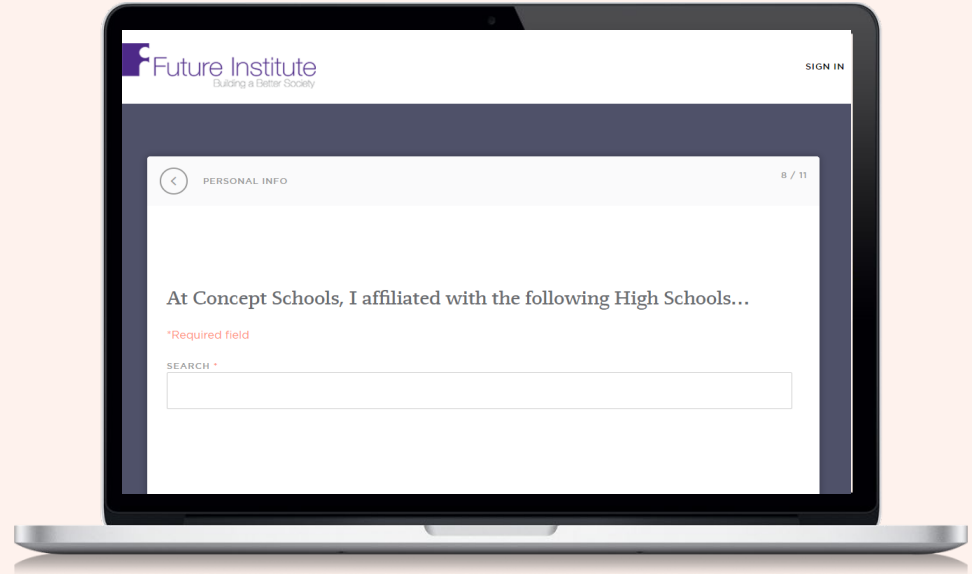
- Enter your name, email address that you use most frequently, phone number (preferred) and password that you'll remember.
- Enter your high school graduation year (month is optional)
- Enter "High School Diploma" for the degree and "General" for the field of study questions.
- Skip the next screen that asks you to add degrees and other fields of study.





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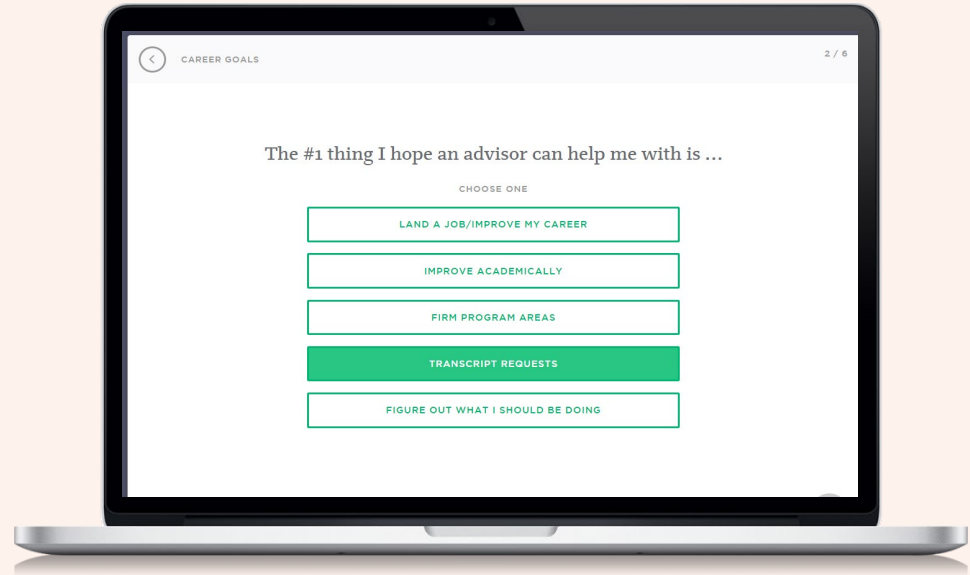
- On the next screen, please select the high school you graduated from in the dropdown choices.
- Enter the program you are associated with, which will be “Transcript Requests” under the category “Other Groups”
- Then choose the languages you speak.





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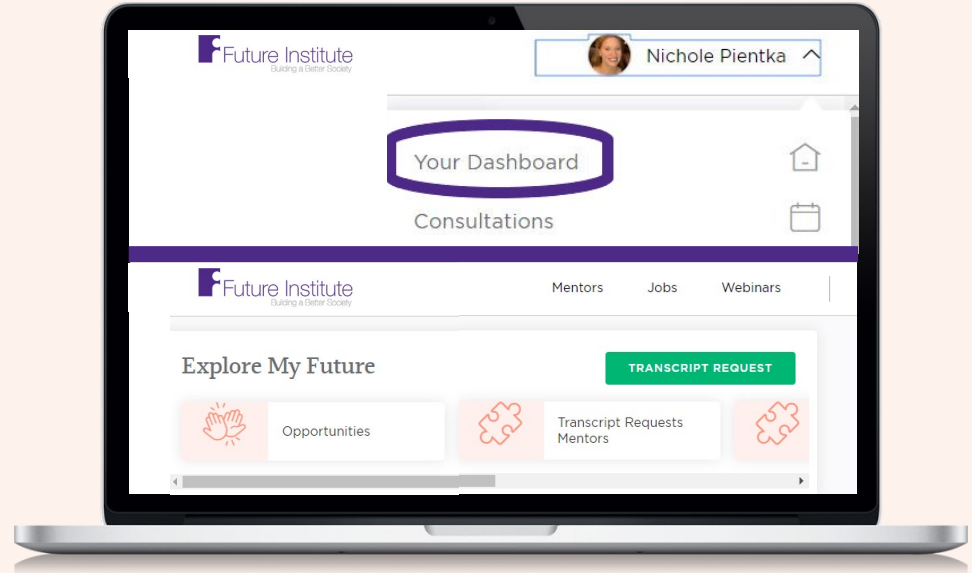
- On the next screen, please select “Transcript Requests” in response to the “#1 thing I hope a mentor can help me with is...” prompt.
- When you get to the page where you are matched with a mentor, please do **NOT** approach any mentors listed.





# Next Steps

- Please ensure all the information you fill out in your profile is accurate.
- Go to “Your Dashboard” under the dropdown with your name.
- Then, on your Dashboard, in the upper right corner, click on the green button that says “Transcript Request.”
- Fill out the form that the button takes you to.





Questions or comments?  
Contact us in the email below!

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