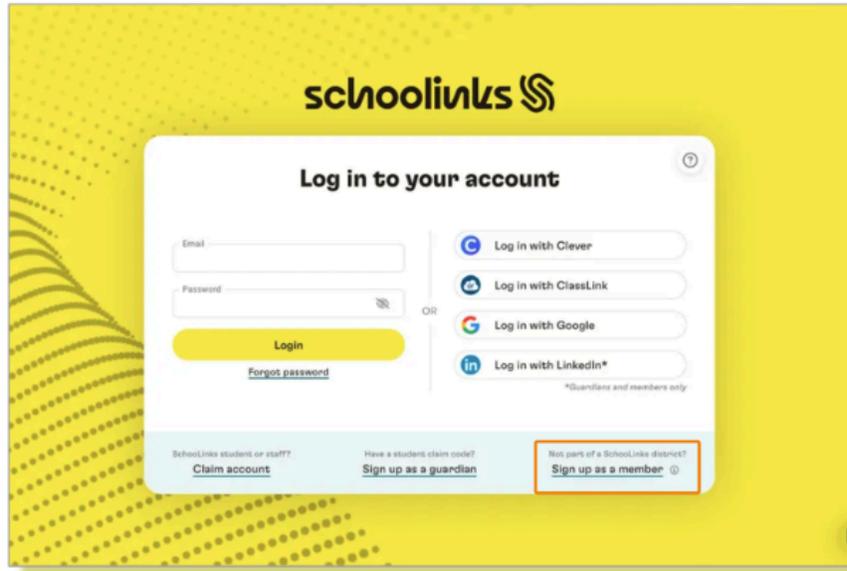


Create an Account

Click the link below to begin the process of creating a member account

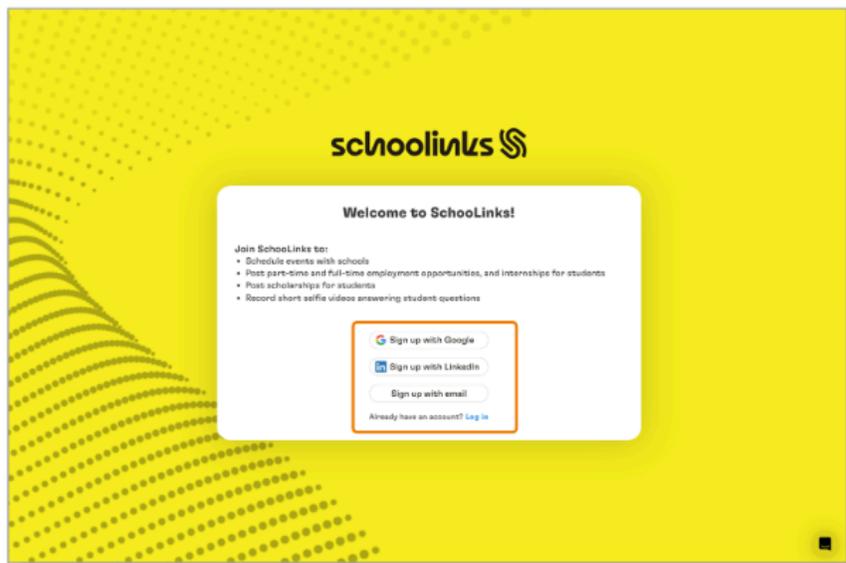
app.schoollinks.com

1. Click **Sign up as a member** in the bottom right corner of the login page



2. Create an account by connecting SchoolLinks with an existing Google or LinkedIn account, or click "Sign up with Email" to create an account by providing the following information:

- First & Last Name (*required*)
- Email (*required*)
- Phone (*required*)
- Password (*required*)
- Photo (*optional*)



3. Check the box to agree with the **Terms of Use** and **Privacy Policy**, then click **Continue**

schoolinks 

Create your SchoolLinks account

Add your account information. Don't worry - We won't share your information or spam you.

First name Last name

Email Phone

Password

Your password must be 8-25 characters long and include at least one lowercase letter, one uppercase letter, and one number.

 **Add photo** Optional: Upload a profile photo so others can easily recognize you. You can always update your profile photo in Account Settings.

I agree to SchoolLinks **Terms of Use** and **Privacy Policy**. If I am under the age of 18, I represent that my parents or legal guardian also agree to the **Terms of Use** and **Privacy Policy** on my behalf.

 **Continue** →

1. Click **Add alum info** in the Join your high school network section

Hi Dana!

Dashboard My profile

To-dos

No to-dos at the moment

Answer student questions

Recent start with video answering student questions about your organization or experience

Student questions →

Add your college or company

Add affiliations to explore events and other helpful opportunities & share content with students

+ Add education **+ Add work experience**

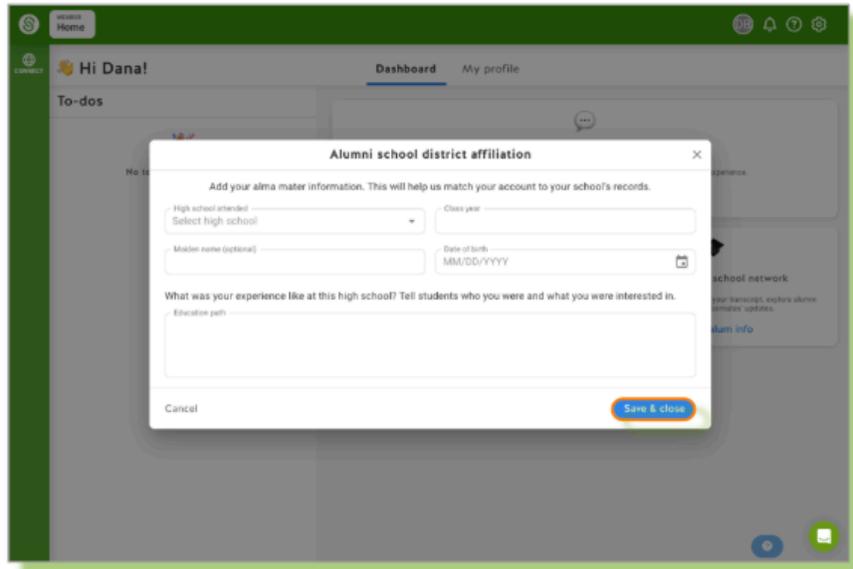
Join your high school network

Add your alum info to access your transcript, explore alumni events & view classroom updates

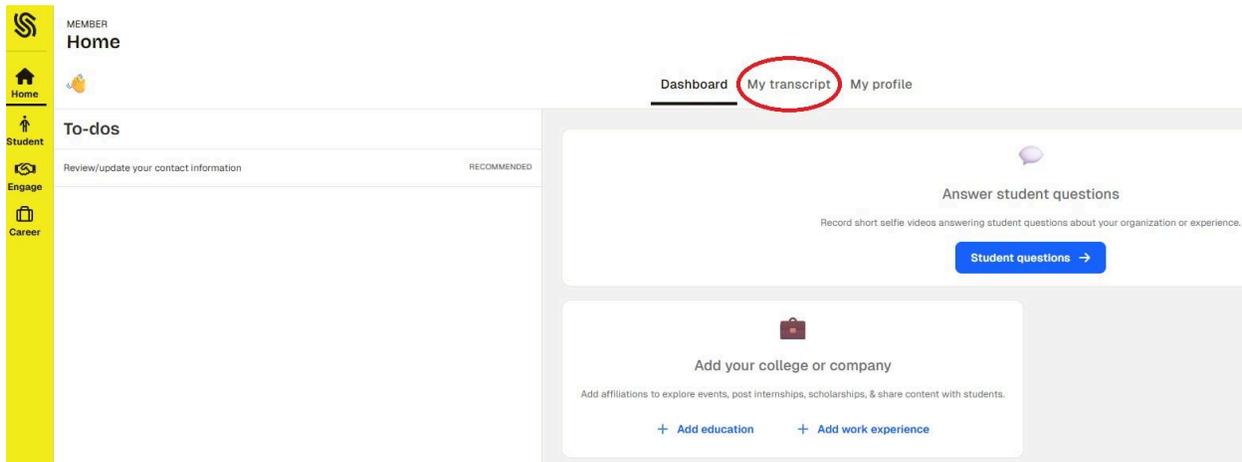
+ Add alum info

2. Provide the required information, then click **Save & close** when finished:

- **High School Attended:** search for and select your high school from the pre-populated list of high schools using SchoolLinks. If you do not see your high school in this list, you will not be able to use SchoolLinks to connect with your high school district
- **Class Year:** type in the year that you graduated high school
- **Maiden Name (optional):** if your last name has changed since graduation, you have the option to type in your legal last name from when you were in high school
- **Date of Birth:** type in your date of birth following the format guidelines or select your date of birth from the calendar
- **High School Experience (optional):** share more about your experiences in high school



1. Now that you are logged in, click on “My transcript” on your dashboard.



2. You can either click on “Request Unofficial Transcript” or “Send official Transcript” to initiate the process. Please keep in mind that an Unofficial transcript will not have an authorized signature from a school official.

Missing transcript ⓘ

<p>↓ Request unofficial transcript</p> <p>View your grades or download to send to a college or program that accepts unofficial transcripts.</p>	<p>OR</p>	<p>↗ Send official transcript</p> <p>Send an official transcript for scholarships, NCAA eligibility, and other non-college app purposes.</p>
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3. You will now be asked to verify your identity (only needed once). Please pay attention to the special instructions to avoid further delays.

First, verify your identity (only needed once) ×

⚠ To continue, verify your identity by taking a single photo of your face and ID. You'll only need to do this once.

Make sure to:

- Include both your face and photo ID in the same photo
- Make sure your face is in focus and your ID is readable
- Look straight at the camera
- Remove any glasses and/or hats



OR



📎

Drag files here or [browse](#)

OR



Mobile upload

Upload a JPG, JPEG, or PNG, < 10MB

Add any identity-related notes (Optional)

Cancel**Upload photo**

4. If you clicked on “Send Official transcript” you will be asked the following question:

Where should this transcript be sent? ✕

Choose a destination from the list below. If your destination isn't listed, enter an email or mailing address yourself.

Destination
Choose a destination ▲

- ✕ Email NAIA Eligibility Center - Mail
- 📧 Email Address
- 📧 Mailing Address
- 🏠 College Address

5. If you chose the email address and want it emailed to you, in the “Organization Name” either put your name in or type the word “SELF” as the system will not accept the box being blank.

Where should this transcript be sent? ✕

Choose a destination from the list below. If your destination isn't listed, enter an email or mailing address yourself.

Destination
Email Address ▼

Organization Name
SELF

Receiver Name

Receiver Email

(Optional) Add a note to send with your request:

B *I* ☰ ☷ 🔗 ?

Write here...

Cancel Send Transcript ▶

6. Once you click the send transcript button your screen will look like this.

Missing transcript ⓘ

[Request unofficial transcript](#) | [Send official transcript](#)

View your grades or download to send to a college or program that accepts **unofficial** transcripts. | OR | Send an official transcript for scholarships, NCAA eligibility, and other non-college app purposes.

⚠ Your identity verification is pending and usually takes a few days. We'll email you when your transcript is ready or sent.

Note	Delivery method	Date requested	Status
	📧 Electronic	9/9/25	🟠 REQUESTED ⓘ

NOTES: Once your transcript is uploaded, you will have access to download your unofficial transcript anytime. Please note that unofficial transcripts do not have a signature of an official representative of the school. If you are asked to provide a transcript, please select the Send Official Transcript button. Please allow 2-4 business days for an update. In high peak times such as during the summer when open enrollment is priority, please allow up to 10 business days for a response.