

## Directions on How to Send Your Transcript to Colleges

- 1) Go to : [www.GACOLLEGE411.ORG](http://www.GACOLLEGE411.ORG)
- 2) “SIGN IN” to your Account or “CREATE AN ACCOUNT”
- 3) Click on “COLLEGE PLANNING”
- 4) Click on “APPLICATIONS AND TRANSCRIPTS”
- 5) Click on “REQUEST AND TRACK YOUR TRANSCRIPT” link

If this link is not visible, then follow these directions:

- a. Click on “YOUR PORTFOLIO”
  - b. Click on “YOUR PROFILE”
  - c. Click on “THE BASICS”
  - d. Scroll down to “MY ACCOUNT IS CONNECTED TO:”
  - e. Make sure it says “McEachern HIGH SCHOOL”
  - f. or choose to add McEachern as a connection.
- 6) Return to “APPLICATIONS AND TRANSCRIPTS” and “REQUEST AND TRACK YOUR TRANSCRIPT”
  - 7) Choose **THE COLLEGE** to which you wish to send a transcript.
  - 8) Click on “HISTORY” tab in order to verify request.
  - 9) Transcript requests will be viewed and released by the school counseling office on a daily basis.



## Directions on How to View HOPE GPA status report

- 10) Go to : <http://www.GACOLLEGE411.ORG/>
- 11) Click on “YOUR HOPE GPA” in the right hand SHORT CUTS box
- 12) “SIGN IN” to your Account or “CREATE AN ACCOUNT”
- 13) You may see a screen that asks you to : Choose either ...
  - a. “USE INFORMATION FROM MY PROFILE” or
  - b. “I DO NOT WISH TO SHARE MY INFORMATION”
- 14) At the screen “HOPE GPA” Complete the following and Click “SUBMIT”

Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/> ex: mm/dd/yyyy
SSN:	<input type="text"/> ex: 999999999

- 15) You will see: “Please select your Current High School ”
  1. Click on the letter “M”:

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

- 16) Scroll down to “McEachern HIGH SCHOOL – COBB” and choose “SELECT”.