

1. Log into cfnc.org
2. Hover over Apply then click To College

The image shows the top navigation bar of the CFNC.org website. The logo 'CFNC.org' is on the left, with the tagline 'Helping you plan, apply, and pay for college'. On the right, there is a 'College Foundation of North Carolina' logo and contact information: '866-866-CFNC(2362)' and a search icon. Below the logo is a user greeting: 'Welcome Kayla | Sign Out en Español'. The main navigation bar has four tabs: 'My CFNC', 'Plan', 'Apply', 'Pay', and 'Save (NC 529)'. A yellow arrow points to the 'Apply' tab. Below the 'Apply' tab, there are three sub-links: 'To College', 'For Financial Aid', and 'Residency Determination'. A yellow arrow points to the 'To College' link.

3. Click on the Application Hub

The image shows the 'Apply To College' page on the CFNC.org website. The navigation bar is the same as in the previous screenshot. The main content area has a left sidebar with three sections: 'Apply To College', 'Apply For Financial Aid', and 'Apply Residency Determination'. The 'Apply To College' section is active and contains links for 'Application Hub', 'Complete a Practice Application', 'Get Recruited', and 'Countdown To College'. A yellow arrow points to the 'Application Hub' link. The main content area has a heading 'Apply To College' and three articles with images: 'Application Hub' (with a yellow arrow pointing to the text), 'Complete a Practice Application', and 'Get Recruited'. On the right, there are two sections: 'QUICKLINKS' with links like 'Admissions Deadlines' and 'College Search', and 'YOUR PORTFOLIO' with a link to 'Full Portfolio'.

4. Click on Request a Transcript

The image shows the 'Application Hub' page on the CFNC.org website. The navigation bar is the same. The main content area has a heading 'Application Hub' and two icons: a pencil icon for 'Start an Application' and a circular arrow icon for 'Request a Transcript'. A yellow arrow points to the 'Request a Transcript' icon. Below the icons, there is a description for 'Request a Transcript' and a link 'Show Campuses with Only Transcript Requests'. At the bottom left, there is a link 'Historical CFNC Applications prior to August 19, 2016'.

5. Check the box for the school you want to send the transcript to and click Request my Transcript

The image shows the 'Request My Transcript' form on the CFNC.org website. At the top, there is a 'Search Campuses' search box with 'Greensboro' entered. Below the search box, there is a text block: 'Select up to 5 institutions to send your transcript to at a time. Simply choose the name(s) below with the entrance status that best fits you. TIP: Most high school students will click on the application name that includes "undergraduate" (not "readmission" or "graduate"). You can send a transcript even if you are not applying through CFNC.org.' Below this, there is a section titled 'Campuses' with two radio button options: 'Greensboro College Undergraduate Application' and 'University of North Carolina Greensboro Undergradu'. A yellow arrow points to the first option. To the right, there is a blue box titled 'Selected Schools' with a link 'click x to remove a selected school'. At the bottom of the blue box, there is a 'Request My Transcript' button and a link 'Why can't I request my transcript?'. A yellow arrow points to the 'Request My Transcript' button.