

Sending Your Transcript through CFNC

This year all CHS Seniors will send their official transcripts to **in-state colleges** and universities through CFNC.

You must have a CFNC account with your NC Wise ID number linked to send a transcript. Please follow the directions below based on your needs.

*Out-of-state college and university transcripts must be sent by completing a form in the guidance dept. These transcripts cannot be sent through CFNC.

TO CREATE A CFNC ACCOUNT:

- Go to CFNC.org
- Click on “Create My CFNC Account” in the top left corner
- Complete Steps 1 through 3
 - Use a working email address
 - Write down your password
 - Click create your account

TO ADD YOUR NC WISE ID NUMBER:

- Log in to CFNC
- On left bar, Click “Edit Your Profile”
- Click on “The Basics”
- In the “This is Me” Box, Click “Edit”
- Enter your NC WISE Student ID
- Click Save at the bottom on the page

TO SEND A TRANSCRIPT TO AN IN-STATE COLLEGE / UNIVERSITY:

- Click “Apply” in the top toolbar
- Click “Apply to College”
- Click “Transcript Manager”
- Click on the “This is Me” link (may appear blue or dark purple) to verify that all required info in in your profile. (First and Last Name, NC Wise Student ID, Email address, Gender, Date of Birth, High School) Save and return to transcript manager.
- Click on the gray bar that says “Go to Transcript Manager”
- Click on the college/university to which you would like to send your transcript.
- Click “Send my Transcript”

** Once you send your initial transcript, CFNC will automatically send a final transcript after graduation.