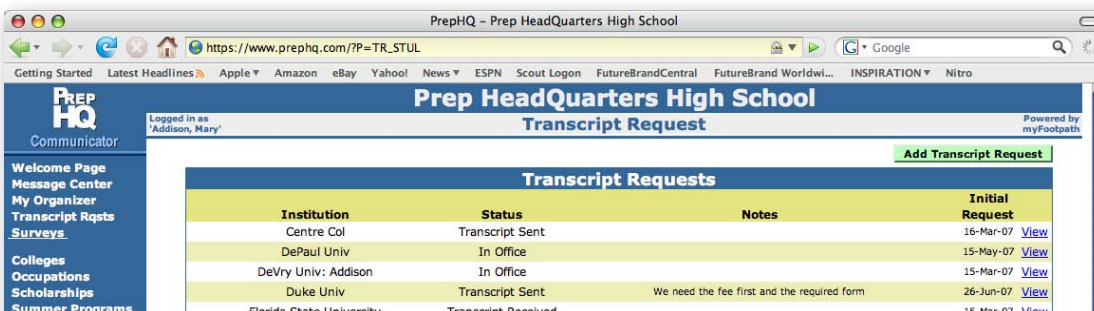
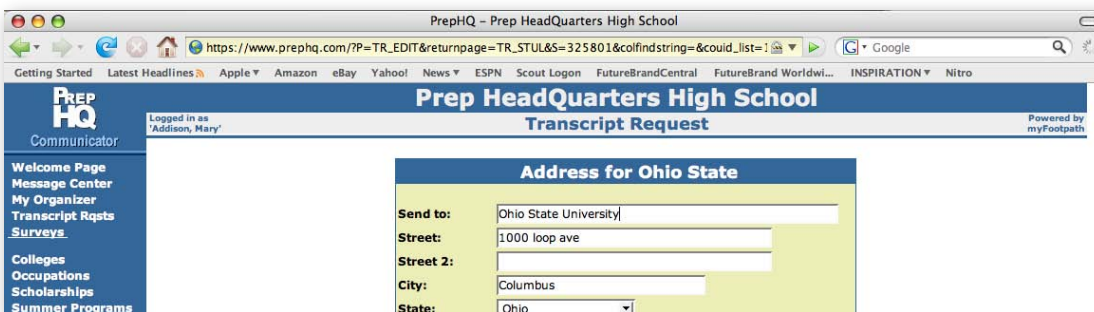


Transcript Requests in Prep HeadQuarters

1. Log into Prep HeadQuarters
2. Click on Transcript Rqsts link
3. Click on the green “Add Transcript Request”



4. Click on the college you are requesting a transcript for, or type in the college name
5. Type in the address and any notes you have for your counselor



6. Click on Submit Request
 - You can check the status of your request by clicking on “transcript request” link and it will show what the status is. (ie...in office, materials missing, transcript sent etc.)
 - You will be sent emails from your counselors when the status changes.

Prep HeadQuarters Contact Information

Support Line
 PrepHQ
 866-497-9834
 support@myfootpath.com