



My Future: Transcript Request User Guide





Register on the My Future platform

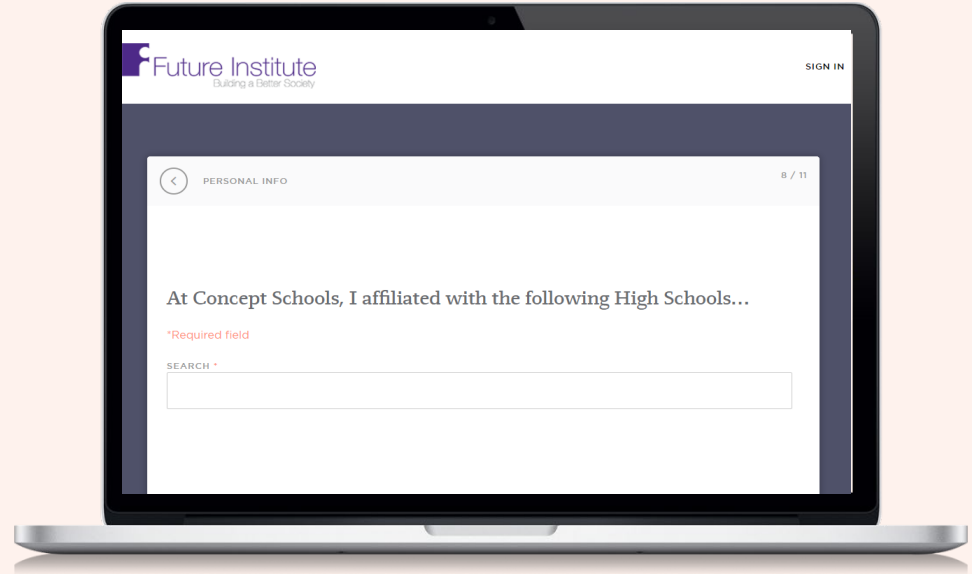
- Enter your name, email address that you use most frequently, phone number (preferred) and password that you'll remember.
- Enter your high school graduation year (month is optional)
- Enter "High School Diploma" for the degree and "General" for the field of study questions.
- Skip the next screen that asks you to add degrees and other fields of study.





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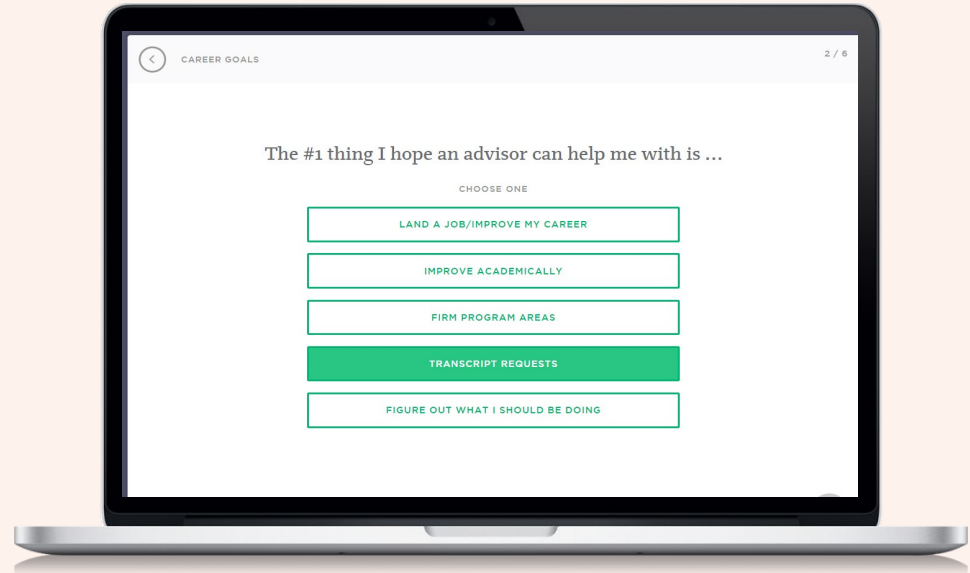
- On the next screen, please select the high school you graduated from in the dropdown choices.
- Enter the program you are associated with, which will be “Transcript Requests” under the category “Other Groups”
- Then choose the languages you speak.





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- On the next screen, please select “Transcript Requests” in response to the “#1 thing I hope a mentor can help me with is...” prompt.
- When you get to the page where you are matched with a mentor, please do **not** approach any mentors other than the one named “Transcript Request.”

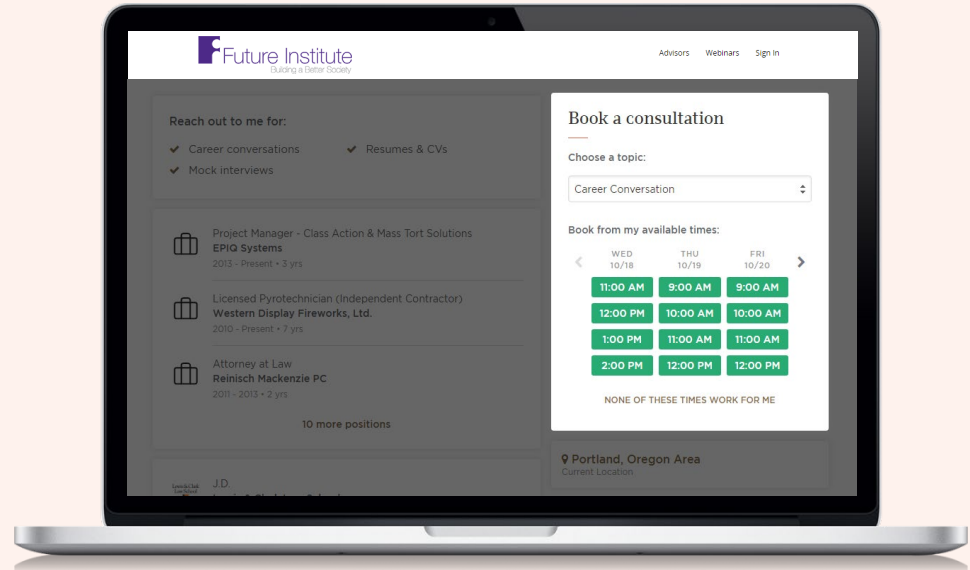




Next Steps

- Please ensure all the information you fill out in your profile is accurate.
- In order to request your transcript, please book a consultation with the mentor named “Transcript Request” by going to this link:
<https://futureinstitute.firsthand.co/app#!/profile/7974486>
- ***IMPORTANT***: Please include the date that you need to receive your transcript by in your message to book the consultation.

(if you do not include a date, your transcript will be sent at the discretion of the staff member)





Questions or comments?
Contact us in the email below!

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