



Important CFNC Student Profile Information How to update your profile for College Application Week

1. Log into CFNC.org. If you do not have an account, follow the on screen instructions to create a free account.
2. Select **Your Profile** from the blue MY CFNC tab or select **Your Profile** from the top box in the middle of the screen.

The screenshot shows the CFNC.org website interface. At the top, the logo 'CFNC.org' is displayed with the tagline 'Helping you plan, apply, and pay for college'. The navigation bar includes 'My CFNC' (circled in red), 'Plan', 'Apply', and 'Pay'. Below the navigation bar, the 'My CFNC' section is highlighted, showing a 'Your Profile' button. The main content area lists several portfolio options: 'Your Profile', 'High School Planning Portfolio', 'College Planning Portfolio', 'Career Planning Portfolio', and 'Financial Portfolio'. The right sidebar contains a video player, 'QUICK LINKS', 'SEND AND RECEIVE MESSAGES', 'REVIEW AND MANAGE YOUR CALENDAR', and 'PARENT/GUARDIAN ACCESS TO YOUR PORTFOLIO'.



3. Select **The Basics** from your profile page.

4. Select **Edit** on your **THIS is ME** section.



5. Verify the information you enter here is your LEGAL name - the name that is printed on your report card and your transcript. This information must completely match in order to send electronic transcripts, if you are unsure of any information, talk to your counselor. For an electronic transcript to be processed, the following information must match NC Student Number (formerly NC WISE):
- Active email address (checked regularly)
 - Date of Birth
 - Full legal name
 - Gender
 - NC student Number

The screenshot shows a web interface for 'Your Profile' with a navigation bar at the top containing 'Your Profile', 'High School Planning', 'College Planning', 'Career Planning', and 'Financial Portfolio'. Below the navigation bar is the heading 'Your Profile > The Basics'. The main content area is titled 'THIS is ME' and includes a section 'I am a(n): High School Student Change'. The form contains several input fields: 'First name' (containing 'CAW'), 'Middle Name', 'Last name' (containing 'CAW'), 'Suffix', 'Nickname', 'NC Student Number', 'E-mail address' (containing 'tmcmillan@northcarolina.edu'), 'Gender' (a dropdown menu with 'Female' selected), 'Date of birth' (containing '10/27/1999'), 'SSN', 'Enrollment status', and 'Year of graduation'. Red circles are drawn around the labels for 'First name', 'Last name', 'NC Student Number', 'E-mail address', 'Gender', and 'Date of birth'.

6. **SAVE** when you have entered all of the correct information, including your address.
7. In the **THIS is ME** section, make sure your account is connected to your high school. To do this, select **Change** under **My account is connected to**.



[Your Profile](#) | [High School Planning](#) | [College Planning](#) | [Career Planning](#) | [Financial Portfolio](#)

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Your Profile > The Basics

THIS is ME [Edit](#)

I am a(n):
High School Student [Change](#)

Name:
Ashley Smith

Account name:
Ashley [Change Password](#)

E-mail address:
Email@email_address.com

Gender:
Female

Date of birth:
January 1, 1994

Year of graduation:
2013

Permanent address

Address:
123 Homestreet, Cary, NC 27513, United States

Mailing address

Address:
123 Homestreet, Cary, NC 27513, United States

My Account is connected to:

No School Associated (Primary connection) [Change](#)

[Add another connection](#)

8. Select **PK-12 schools**. Type the official name of the school in the space below, then select from your options. If you cannot locate your school in the list, choose **My School, College, or Program is not listed**. Double Check that you have the official name of your school before selecting this option. You must select one from this list if you are going to send electronic transcripts.

A screenshot of a web application interface. A modal dialog box titled "Select School, College or Program" is open. The dialog contains a text input field for the school name, followed by a row of five tabs: "All", "PK-12 Schools", "Colleges", "Workforce Centers", and "Other". The "PK-12 Schools" tab is selected and circled in red. Below the tabs is a search input field with the placeholder text "Find School or Program". Below the search field, the text "My School, College, or Program is not listed" is displayed. At the bottom right of the dialog, there are two buttons: "Continue" and "Cancel", both of which are circled in red. The background of the application shows a form with fields for "Phone number", "Postal/Zip code" (with the value "27514"), and "County".

9. With all of the above information correctly entered, you should be able to send electronic transcripts and be visible to your counselor in their Professional Center account. If you have any questions or concerns, please contact CFNC toll free at 866-866-CFNC.