

Naviance Tip Sheet For Seniors

How to Log into Naviance

1. Go to Clever (ONLY USE CLEVER TO GET TO NAVIANCE)
2. Click on Naviance - if you don't see the Naviance icon, use the search option and search for Naviance)

Once you are in Naviance, here is what you can do:

**** IF YOU ARE USING COMMON APP**

1. While you are in Common app, make sure you complete the **Recommenders and FERPA** section of any of the colleges you have listed. Be sure to click on the option below:

FERPA Form

☐ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*

2. Once you have completed the Recommenders and FERPA section in your Common App, **open Naviance**.

In Naviance, here are the three extremely important things you need to do to communicate your needs to your school counselor

1. Match your Common app with Naviance

- a. Click on Colleges
- b. Under the **Apply to Colleges Column**: Click on “**Colleges I’m applying to**”
- c. In the upper right-hand corner, click the red **Match Accounts** Button. If you closed out your Common app account, you may be asked to log back in. Otherwise, your Common App account and your Naviance account will sync and the colleges you have listed in your Common app account will now show up in your Naviance account.

2. Request transcripts

a. For the Colleges that added from Common app

- i. Stay in Colleges I’m applying to
- ii. Click on Manage Transcripts
- iii. You will be asked ‘What type of transcript are you requesting?’. **You will choose all three, initial, mid-year, and final.**
- iv. Scroll down to ‘**Where are you sending the transcripts?**’. Using the down-arrow, click on all of the colleges listed.
- v. Finally, click on ‘**Request and Finish**’

b. If you are not using Common app

- i. Click on Colleges

- ii. Under the **Apply to Colleges Column**: Click on “**Colleges I’m applying to**”
- iii. Click on the **+ sign**
- iv. Add the college you are applying to. You will be able to choose from a drop-down list once you type in the start of a name.
- v. Once you have chosen a college to add, you will be prompted to request a transcript. **Choose all options; initial, mid year, and final.**
- vi. If you have applied to the college you have chosen, click that option.
- vii. Click ‘**Request and Finish**’

3. Request Teacher Recommendations

- a. Choose Colleges
- b. Under Apply to Colleges column, Choose ‘**Letter of Recommendations**’
- c. Along the left about midway the page, choose a teacher that you want a recommendation from.
- d. Once you choose a teacher, a list of the colleges you have applied to will show
- e. Choose the colleges you want that teacher to write a recommendation for.
- f. **NOTE:** Pay attention to whether the school requires a recommendation letter and how many letters they require. Also, pay attention to the colleges that will not accept recommendation letters and make sure not to choose them.
- g. **NOTE:** If a college does not require a recommendation letter, you are not required to send one. You may send one, but it may not be read by the school.

PLEASE SPEAK WITH MS. BANKS OR MR. WILLIAMS IN THE COLLEGE AND CAREER CENTER IF YOU NEED HELP WITH ANY NAVIANCE ISSUES.