

Anderson NAVIANCE QUICK START GUIDE

Login to Naviance via your AISD Student Portal and Update your Student Email

1. Search and click on the Naviance tile . Bookmark this tile so it will be on your home page.
2. Click on the circle with your initials>My Account>Edit and update to preferred email you will check.

Research and Visit Colleges:

1. Sign up to talk with college admission representatives who come to Anderson in person.
2. Naviance homepage>Research Colleges>College Visits>Click "Register Now" to sign up for a visit!
3. You must have permission from your teacher if the visit occurs during class time.
4. Naviance has College Research tools under College Home >Find Your Fit>College Match

Helpful information for completing the EDUCATION section of the Common App:

1. **AHS CEEB Code:** 440294 > **Class of 2026 Class Size:** 532 > We use a **WEIGHTED 4.0 grading scale system**
2. We **do not rank** students, we are a non-ranking school.
3. Your cumulative weighted GPA is on the "My Account" in Naviance - **CLICK THE BLUE CIRCLE WITH INITIALS**
4. Your Diploma Plan is: Foundation with Distinguished Achievement

College Application Submission Platforms:

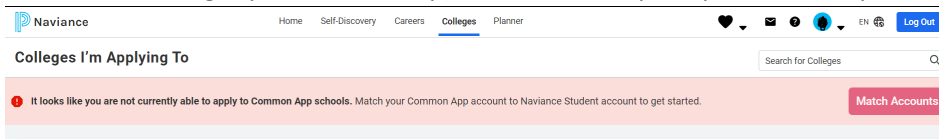


Applying via the Common Application

1. Create an account at www.commonapp.org (Do **not** use your Austin ISD student email)
2. Click 'College Search' tab from CA Dashboard > Type college name > Click 'Add to My Colleges'
3. Review each schools requirements and complete **ALL** sections under the 'Common App Tab'
4. **Early Decision is a binding agreement.** Research all options when making this choice.

Sign the Common App FERPA Waiver & Match your Common App with your Naviance Account AFTER AUGUST 1ST!

1. Login to your **Common App** > Click 'My Colleges' tab > Click on one of your colleges in "My Colleges" list.
2. Click on **Recommenders & FERPA** and complete the **FERPA Waiver** sections
3. Login to **Naviance** > Click on the 'Colleges' tab > Select 'Colleges I'm Applying To'
4. Click 'Match' (bright pink + at the top) and follow the prompts to match your CA and Naviance accounts



- 5.
6. When Naviance "syncs" with Common App be sure to check the Application Deadlines and Types: Ex: Fall 2025/Rolling, EA, Regular) for accuracy - EDIT as needed.
7. Naviance and Common App will update and send docs when you submit your applications.



Apply Directly to the Institution (via the college's website or **APPLY TEXAS**)

[Apply Texas](#) is for all Texas public and many private colleges and universities. Some colleges will have you apply on their own website or internal platform (i.e. UC schools, Baylor, or Univ of Arkansas) You will need to carefully enter these applications in Naviance to track applications made, send transcripts and letters of recommendation.

1. Log into Naviance via the Austin ISD student portal
2. Click on the 'College' tab at the **very top** of page> under Apply to College>Click 'Colleges I'm Applying To'
3. Use the **BLUE "+"** button to add each college that you will be applying to
4. Choose the **Correct Deadline/App Type** - Ex. Fall of 2025 / Regular, Rolling, Early Action, etc.
5. Choose Apply 'Directly to the Institution'
6. Click '**Add Application**' > Click 'Add and Request Transcript'
7. Review your entry for due dates and application types, EDIT as needed.
8. Mark applications as "submitted" when complete in "Colleges I'm Applying To"

Complete the "Request for Counselor Letter of Rec" form if your Common App School requires it.

1. Some schools and scholarships require a counselor recommendation. If you need a Common App counselor rec, it will be listed under the "Recommendations and FERPA" section of the "College Information" screen in the My Colleges tab. Public schools in Texas do not require a Common App Counselor Recommendation.
2. If you need a counselor recommendation, read and follow the Counselor Rec info [here](#).
3. Schools know that counselors in public schools may not know their students very well due to the number of students they support. Do not be concerned if your counselor is new or does not know you very well.

Teacher Letter of Recommendation Requests

(IMPORTANT! All Letters of Rec must be requested in NAVIANCE DO NOT request through the Common App!)

1. Check the requirements of each college to determine **if** and **how many letters** of recommendation are required.
2. Talk to your teacher **in person** to ask for a letter of recommendation on your behalf first.
3. *Note: If applying via **Common App** your **FERPA** waiver must be completed and your Naviance and Common App must be **matched** in Naviance before inviting a teacher!
4. Invite your teacher(s) to upload your letter of rec to Naviance by the following steps:
5. Go to '**Colleges**' tab > '**Letters of Recommendation**' > Click on the blue '**Add Request**' button.
6. Select a teacher from the drop-down list for each recommendation
7. Choose General to send to a rec to every college OR Edit requests for SPECIFIC colleges for SPECIFIC Teachers.
8. Type a **Thank You** to your teacher in the space provided and click '**Submit**.'
9. Teachers may ask you to fill out their own form, submit a resume, or give them a [Senior Brag Sheet](#).

Requesting Transcripts in Naviance

1. Click on the '**Colleges**' tab > Under **Apply to College** > Click '**Manage Transcripts**'
2. Click the blue **"+"** button > College Application Transcript
3. Select '**Initial**' in the box
4. Check the box next to each school that you are requesting a transcript for > Scroll down and click '**DONE**'
5. **SAT/ACT scores** are **NOT** on AHS transcripts and must be sent via the SAT and ACT websites
6. Transcripts are prioritized for submitted applications. Allow at least two weeks for transcript processing.

Checking transcript status

1. Go to the '**Colleges**' link > Click on **Manage Transcripts** to view submission status.
2. Remember that colleges understand that schools send the transcript after your application is complete.

STAR (Self Reported Transcript Academic Record formerly SRAR) - [What is the STAR?](#)

1. The SRAR is a list of your courses and associated grades completed or that will be completed in high school.
2. Most schools do not require the SRAR, ex of schools that do: TAMU, UTSA, Univ of Tennessee, Univ of Florida
3. Accuracy is critical, so request a copy of your transcript from jill.spencer@austinisd.org

Financial Aid - Students must submit the FAFSA to be considered for grants, student loans & some scholarships

1. Free Application for Federal Student Aid (FAFSA) opens October 1st. [Video Link - "What is FAFSA"](#)
2. You can create an account and obtain your FSA **ID** at <https://studentaid.gov/fsa-id/create-account/launch>
3. Check out [UAspire FAFSA Help Hub](#) - they have webinars on FAFSA and Scholarships

Important Reminders:

- Watch your **DEADLINES** and input your requests at least **three weeks prior** to your college deadline.
- If you add colleges after requesting letters of rec, email Ms. Spencer to make verify that LOR were sent.
- See Ms. Spencer if you would like to remove colleges from the Colleges I'm Applying to List in Naviance
- Send required SAT or ACT scores from College Board or ACT - they must be sent officially if submitting
- Letters of recommendation from anyone *outside* of AHS staff and all other supplemental materials **MUST** be sent via the college's preferred submission methods or Common App. Check the BLEND Course.
- Check out [the Senior Page](#) or the [Counseling BLEND Course](#) for more information
- The College and Career Center is open from 8:30 to 5:00 Monday – Thursday. Room 133.
- Need help? Email jill.spencer@austinisd.org or kimberly.sanchez@austinisd.org

Essay Help

[Wow Method 10 Steps to Writing Essay](#)

[UC PIQ \(Personal Interest Question\) Insights](#)

[Big Future Essay Advice](#)

Resume Templates

[High School Resume Template](#)

[College Essay Guy Resume Templates](#)

[Access America's Expanded Resume Template](#)

[If your teacher asks for a Senior Bragsheet](#)