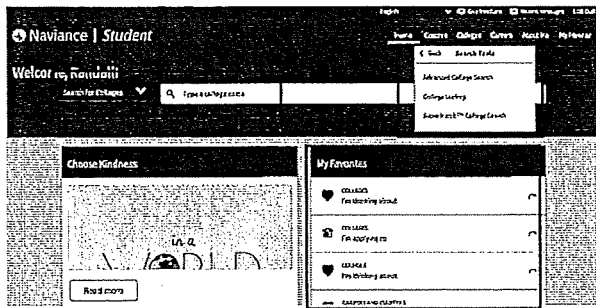## Overview

You can use Naviance Student to manage your college search and application process.

Search for Colleges

Search for Colleges:

- Search Bar at the top of the Home Page
- College Link at top of Home Page
- My Favorites Section of Home Page
- Naviance College Search Tools
  - Super Match
 - Advanced College Search
  - College Lookup

Add Colleges to your Personal Lists

Colleges I am Thinking About

1. Search for Colleges
2. Research majors, locations, price, size, etc.
3. Find the colleges that interest you
4. Click **Colleges I am Thinking About** button.

Colleges I am Applying to

1. Update the **Colleges I am Thinking About** to **Colleges I Am Applying To** Section, once you officially apply.
2. Check the box of the school you are applying to and Click Move to Application Button.
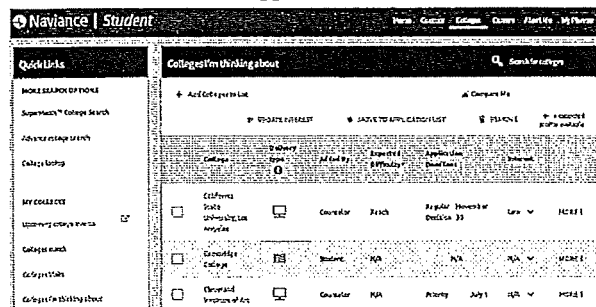

Request Transcripts

1. Hover over **College** Link at the top of the Home Page
2. Click **Apply to College**
3. Click **Manage Transcripts**
4. Click pink plus sign to add new transcript request
5. Click College Transcript
6. Determine transcripts you need sent (Initial, Mid Year, or Final)
7. Choose if you want SAT/ACT scores sent at the same time
8. Choose the College
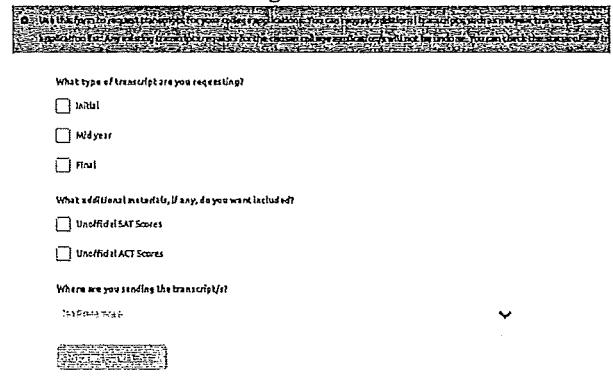
Request Letters of Recommendation

1. Hover over **College** Link at the top of the Home Page
2. Click **Apply to College**
3. Click **Letters of Recommendation**
4. Click **Add Request** Button
5. Choose who you would like to write the letter of recommendation
6. Choose the College
7. Write a **personal note** to the teacher about your request. Details they should write in the letter.
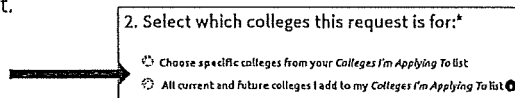8. Don't forget to include a Thank You Note to the Teacher!

NAVIANCE
by HOBSONS⟩

College Application Checklist
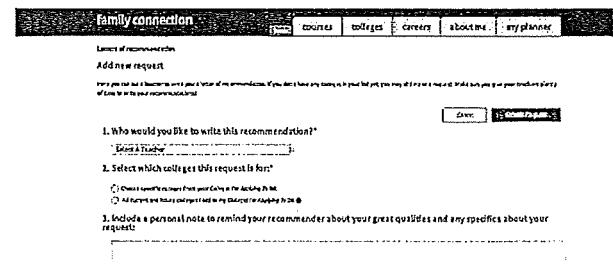
Step 1: Adding Colleges to Naviance Student

☐ 1. Create a Common App account on the Common App Online (If N/A skip to step 5)

☐ 2. Sign the Common App FERPA Waiver and add your high school information on the Common App Online (If N/A skip to step 5)

☐ 3. Add the colleges you are applying to on your Common App account (If N/A skip to step 5)

☐ 4. Sign into Naviance Student and click on **Colleges I'm Applying to.** Click the [Match Accounts] button to match your Common App account to Naviance Student. Your colleges that you added to the Common App, will now show up under the **Colleges I'm Applying to list** in Naviance Student. (If N/A skip to step 5)

☐ 5. If starting at this step, sign into Naviance Student and click on **Colleges I'm Applying to.** If you are applying to other schools outside of the Common App or are not using the Common App, click the pink plus sign ⊕ to add a college you are applying to list.

☐ 6. Choose your **App Type** (Regular Decision, Early Decision, etc.), how you will **submit your application** (Common App or Directly to Institution) and check the box if you have **submitted your application** to the college.

☐ 7. Click [ADD AND REQUEST TRANSCRIPT]

☐ 8. Indicate which transcript you need sent to the college or university you are adding, and click [Request and Finish]

☐ 9. Follow steps 5-8 to add additional colleges and request transcripts

Step 2: Requesting Teacher Recommendations

Speak with the teacher in person to request a letter of recommendation and give them at least **three weeks** to complete the recommendation.

☐ 1. Log into Naviance Student, and on the **Colleges** tab, click **Letters of Recommendation.**

☐ 2. Click **Add Request** to submit a new request to a teacher.

☐ 3. Select a **teacher** from the drop-down list.

☐ 4. Choose whether you want this teacher to write a unique **letter of recommendation to specific colleges,** or a **general letter of recommendation to send to all colleges** you add to your *colleges I'm applying* to list.

> 2. Select which colleges this request is for:*
>
> ○ Choose specific colleges from your *Colleges I'm Applying To* list
> ○ All current and future colleges I add to my *Colleges I'm Applying To* list ❶

☐ 5. Include any specific information about your request (if this is your first-choice school, any specific program or major you are applying for, etc.), and then **Submit** the request.

☐ 6. To track your letter of recommendation requests, click on the **status** under the Status column (requested, submitted, etc.) to view the date and time your school sent the letter to the college.
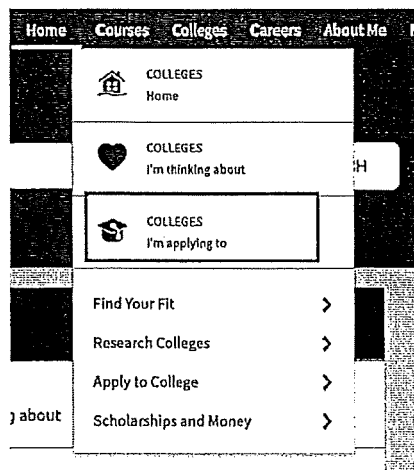
Match Common App & Naviance Student Accounts

Are You Using the Common Application to Apply to Any Colleges?

- If **NO**, you do not need to complete the following steps, you can move on to adding colleges to your Colleges I'm Applying to list.

- If **YES**, here are steps on how to match your Naviance Student account with your Common App account:

  - **Create Your Common App Account:** After August 1, you may login to the Common App website and create your account. *Important: Be sure to add the correct high school to your Education tab!*

  - **Complete your FERPA Release Authorization:** Add at least one college you intend to apply to, and within that colleges area, click on "Recommenders and FERPA." Click on "release authorization" and follow the on-screen instructions. *It is critically important that you do not request any school-based (teacher or counselor) recommenders in your Common App account.*

1.
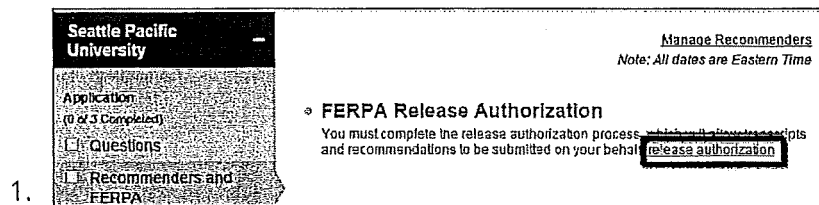
  - **Match your Naviance Naviance Student account with your Common App account:**

  - Login to your Naviance Student account and click on the **Colleges** Section.

  - Click on "Colleges I'm Applying To." Now that you have completed the FERPA Release Authorization in the Common App, you can easily match your account by entering the email address you used to register with the Common App and your date of birth (pre-populated). *Be sure to use the same email address you put in your Common App account.*

Match Common App & Naviance Student Accounts

- Click Match Accounts
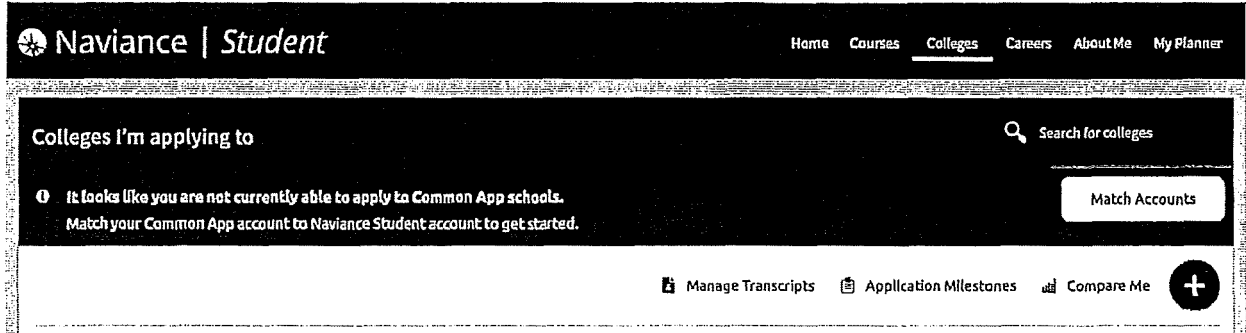
- Now that you have completed the FERPA Release Authorization in the Common App, you can easily match your account by entering the email address you used to register with the Common App and your date of birth (pre-populated). **_Be sure to use the same email address you put in your Common App account._**

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on Common App Online ☑
- Sign the Common App (CA) FERPA Waiver on Common App Online ☑

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

TIPS

These tips will help you successfully match your accounts.

- Mark sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

I don't need this