

## Senior Naviance Handout

### How to sign into Naviance

- On your school computer, click the CWHS links on the top right hand of your toolbar
- Click on **Clever Portal Log in**
- Hit **Log in with Google** and use your school email to log into Clever
- Once logged in, scroll down to the bottom of the page and click on the **Naviance** button

### College Application Process

#### 1. Apply to college

- Apply either via the Common Application or directly to the college through their website


#### Through the Common App:

- Go to commonapp.org
- Create an account (make sure you don't use your school email because you will no longer be able to access that account after graduation)
- Create your profile
- Add colleges to your list
- Gather the requirements for each application
- Make note of your application deadlines
- Submit your applications

#### Through the College's Website:

- Go to the college website
- On the college website, find the **Admissions** tab and look for the undergraduate application
- Apply Online (make sure you don't use your school email because you will no longer be able to access that account after graduation)
- The website will either take you to the application or to the common application website
- Follow the instructions and make sure all parts of the application are filled out correctly
- Make note of your application deadlines
- Submit your application

#### Common Application Users ONLY

- If you are applying to a common App school, you **MUST** complete your entire Common Application on the Common App website and sign the **FERPA** agreement at the very end of the Common App.
    - If you don't do this, counselors cannot send your transcripts to the school
  - After creating a Common App account, go to Naviance and match your Common App account to your Naviance account
    - If you don't do this, counselors cannot send your transcripts to the school
    - Go to your **Colleges I'm Applying To** page in Naviance and follow the **Common Application Account Matching** directions in the box at the top of the page
    - Enter your email address you used for the common application and your date of birth in the boxes labeled **Common App Email Address and Date of Birth**
    - Submit and match your accounts
- #### 2. Request a Transcript
- Click on the **Colleges** Tab at the top right hand of your Naviance home screen
  - Click on **Colleges I'm applying to**
  - Click  in the top right hand corner to add the school you are applying to
  - Search for the college that you are applying to

- Select your application date and if you want to apply via the common app or directly to the institution (WARNING: If you select “I’m not sure yet”, your counselor cannot send a transcript)
- If you have already submitted your application check the box and if not, leave it empty
- You do not have to submit your application before you request transcripts

**ADD AND REQUEST TRANSCRIPT**

- Once all of this is complete, hit
- Check the box beside **Initial** for what type of transcript you are requesting.
- We will NOT be sending any ACT or SAT scores. You will need to request these from the ACT or SAT websites.
- Hit the **Request And Finish** button to confirm
- Please request transcripts 1-2 weeks prior to your application deadline so your counselor has time to complete your request

### 3. Request Teacher Recommendations (only if the application requires a teacher recommendation)

- Select the **Colleges** tab
- Click on the **Colleges Home** button
- Scroll down to the **Apply To Colleges** box and click on **Letter Of Recommendation**
- Click on **Add Request**
- Pick the teacher you would like to have you write a recommendation from the drop down menu (you should have already asked your teacher in person before requesting the recommendation from them on Naviance)
  - Fill out and send the teacher your senior brag sheet
- Select which colleges this request is for (you must add colleges to your Colleges I’m applying to list to be able to request a recommendation)
- In the personal note to your teacher (Box #3), be sure to write them a note with the following:
  - Thank them for writing a letter of recommendation
  - Let them know about any accomplishments, awards, extracurricular activities, etc. you would like them to discuss in the letter if you did not supply them with the senior brag sheet
  - Give them contact information to reach you if they have any further questions to help them in writing the letter
- Hit **Submit Request**
- If you want to request letters from non CWSHS staff you will have to request them through the Common App or the schools website

### 4. Adding Colleges to which you have been accepted

- Do this step for all colleges you are accepted to, even if you do not plan to attend this school
- Go to the **Colleges** tab
- Click on **Colleges I’m Applying To**
- Next to the college(s) name(s) on the right side, you will see a pencil icon that says **Edit**
- Click on the **Edit** icon
- Go to the **Results** box and choose **Accepted**
- After changing it to **Accepted**, hit the **Save College Application** button at the bottom of the screen

### 5. Final Transcripts (When you make your FINAL decision)

- Select the **Colleges** tab
- Click on **Colleges I Am Applying To**
- Scroll down to **College I Am Attending**
  - The college must be on your **Colleges I’m Applying To** list to appear in the drop down menu box
- Select the college from the drop down menu.
- Click on **Update**