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| **Naviance allows you to streamline the application process.**  | If a 2-year, 4-year, and/or technical colleges are possible future post-secondary options, you can use Naviance to do the following:* Research college and training options based on your interests
* Directly access admission sites
* Request and track your transcripts
* Request letters of recommendation
* Communicate college/training program interests
 |
| 1. Log into **Naviance**
 |  **Username: district ID#****Password: district password** |
| 1. Click **Colleges** and explore the variety of tools under **Find Your Fit** and **Research Colleges** to begin building your list of options
 |  |
| 1. As you explore your options, add any college/program you are interested in to your **Colleges I’m Thinking About** list by adding them to your **favorites.**

*\*Note: This list is only for you and does not communicate your application status.* |  |
| 1. When you **apply** or **plan to apply** to the college/ program, move it to your **College I’m Applying to** list. You will be prompted to:
* Choose the application deadline
* Choose the type of application you plan to use *(Direct to Institution/College or Common App)*
* Request your transcript

*\*Note: This list communicates to your school counselor, registrar, etc. about which official documents need to be sent and allows you to track the document status.* | **Example:** Step 1: Step 3: Step 2:  |
| 1. It is very important to keep your **Colleges I’m Applying to** page **up to date** for your counselor, registrar, teacher recommendations etc.
* Manage transcript requests
* Track progress of application materials
* Edit application status
* Remove an application
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| 1. The icons communicate how documents from your school will be sent to the college.
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|  | Student completes application on college website. All documents will be sent electronically. |
|  | Student completes application through Common App. All documents will be sent from Naviance to Common App as long as accounts are “matched”. |
|  | College accepts BOTH Common App AND the application on the college website. Student chose to complete the application on college website. (Direct to Institution) All documents will be sent electronically. |
|  | College does not accept electronic documents. All documents will be printed and sent in postal mail. |

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| 1. For documents to be sent via Common App, you need **match** your Naviance and Common App accounts.

*\*Note: ONLY match accounts if you are applying using Common App. If not, skip this step.* |  |
| 1. Teacher recommendations for college applications are sent through Naviance.
* Ask the teacher in person
* Complete Brag Sheet Survey
* Submit/track request in Naviance at least **2 weeks in advance**
 | Step 1: Step 2: Step 3: Step 4:  |
| 1. Complete the **Brag Sheet Survey** in Naviance. Click **Surveys > Surveys from Your School**

The survey information is used for:* Teacher recommendations
* Counselor recommendations
* Scholarship recommendations
* Answers to college app questions

*\*Note: The Brag Sheet Survey times out in Naviance. Either copy/paste your answers from a document or save after each answer.* |  |
| 1. **Task Completion:**
 | Complete the **Brag Sheet Survey** in Naviance.  |