|  |  |
| --- | --- |
| **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 |  |
| 1. The icons communicate how documents from your school will be sent to the college. | |  |  | | --- | --- | |  | 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. | |
| 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. |