

Naviance Instructions

Logging In

Naviance can be accessed from your student google account. Once you're logged into to your school email, click on the "waffle" icon located near the top right corner. Scroll down until you see the "Naviance" app button and click on it. This will automatically take you into your Naviance page.

Adding Colleges and Requesting Transcripts on Naviance

- Once logged in, click on the "Colleges I'm Applying To" box in the middle of the page under the "My Favorites" section. You can also access this link under the "Colleges" tab on the top right side of the page
 - Once in the "Colleges I'm Applying To" page, click on the Red Plus (+) button on the middle right hand side.
 - For "What College Are You Applying To" search for the college you're applying on the search bar by typing it in.
 - For "App Type" use Regular Decision
 - Only use Early Action or Early Decision if you have consulted with your counselor
 - For "I'll Submit My Application" use either *Direct to the Institution* or *Via Common App*
 - If you are applying to colleges using the *Common App*, you will need to match your Common App account to your Naviance account. Instructions are in the next section
 - Only check the "I've Submitted My Application" box if you already submitted the application
 - Finish by clicking on the "Add and Request Transcript" box
 - On the next page for the "What Type of Transcript are You Requesting" click on the *Initial* box
 - Click the *Request and Finish* icon to complete the process
 - You must do this for every college you're applying to, including community colleges such as Mt. SAC (Mt. San Antonio College) and Citrus College.

Common App Account and Naviance Matching

- Common App is the *Private College Application* that is used by over 1000 private colleges such as: Stanford, USC, Harvard, Whittier College, University of Redlands.
 - There are also colleges such as *University of La Verne* that gives you a choice to apply via the Common App or through their own University of La Verne application. For this specific school, we want you to apply only through the University of La Verne application because it will be free. This means you must follow the University of La Verne application instructions on their website
 - And on your Naviance account under the "I'll Submit My Application" section, use *Direct to the Institution* instead of *Via the Common App*.

Go to www.commonapp.org and create an account

- You will need to follow the instructions on the Common App website to add the colleges you're applying to and then fill out the application
- In order to link your Common App to your Naviance account, you will need to fill out your high school information, add at least one college you're applying to under the "My Colleges" section and check "Complete and Release Authorization" on the Recommenders and FERPA waiver section of the Common App.
 - Please watch this video in order to learn how to complete these tasks.

- o <https://www.screencast.com/t/gxEQkElyo1>
- If you do not check “Complete and Release Authorization,” under the Recommenders and FERPA section, counselors and teachers cannot write a letter of recommendation for you.
- Once the Common App section is completed, you then must return to your Naviance account and click **Match Accounts** under the “Colleges I’m Applying To” page and follow the instructions.
- If all the information is correct, it will match successfully.

Brag Sheet Instructions

- You will need to fill out the *Student Brag Sheet* **only** if you need a letter of recommendation from a counselor when applying to a Private College/University. Public schools such as the 9 UCs (UC Riverside, UCLA, UCI, etc.) and the 23 Cal State Universities (Cal Poly Pomona, Cal State Long Beach, San Diego State University, etc.) **do not require or want** any letters of recommendations.
- Once in Naviance, go to the “About Me” tab on the top right side of the page
 - o Under About Me, click on “Surveys from your school”
 - Under My Surveys, click on “Student Brag Sheet” and begin working on your answers
 - We recommend **saving your answers every 30 minutes**. Naviance will automatically log you out if you are idle for over 30 minutes and you will lose all your information if you did not save it. The best way to work on your answers is to write them on a Word document and then cut and paste the answers into the Naviance brag sheet.
 - When ending your session, always hit “**Save and Come Back**.” Do not ever hit “Save and Finish,” as that will lock you out of editing your answers later on. The counselors will be able to read your responses when you hit “Save and Come Back.”
 - o Please finish all your Brag Sheet answers at least 2 weeks before your letter of recommendation is due.
 - o The Student Brag Sheet is for the Counselor Letter of Recommendation only. Teachers do not need the information on the Brag Sheet to write your letter. Please follow each individual teacher’s rules and policies if you are asking them for a letter of recommendation.

Requesting Letters of Recommendation from Teachers

- *You must get permission from teachers before requesting them on Naviance*
- Click on the “Colleges I’m Applying to Tab.” Then click on the “Letters of Recommendation” link in the middle of the page.
 - o Once in the section, click on the “Add Request” button and select the teacher one at a time
 - o Then click on the “Choose specific colleges from the colleges I’m applying to” option and mark the colleges you want the teacher to write for.
 - o Make sure to read all the rules and limits for “required” and “allowed” number of recommendations for each college before choosing a teacher to write for you.
 - o Thank your teachers sincerely
- Do Not use the “All current colleges I add to the colleges I’m applying to” option

VIDEOS ON COMMON APP MATCHING, ADDING COLLEGES, AND REQUESTING LETTERS OF RECOMMENDATION CAN BE FOUND ON YOUR NAVIANCE HOME PAGE ON THE LEFT HAND SIDE UNDER “IMPORTANT VIDEOS”