

End of Year Naviance Tasks

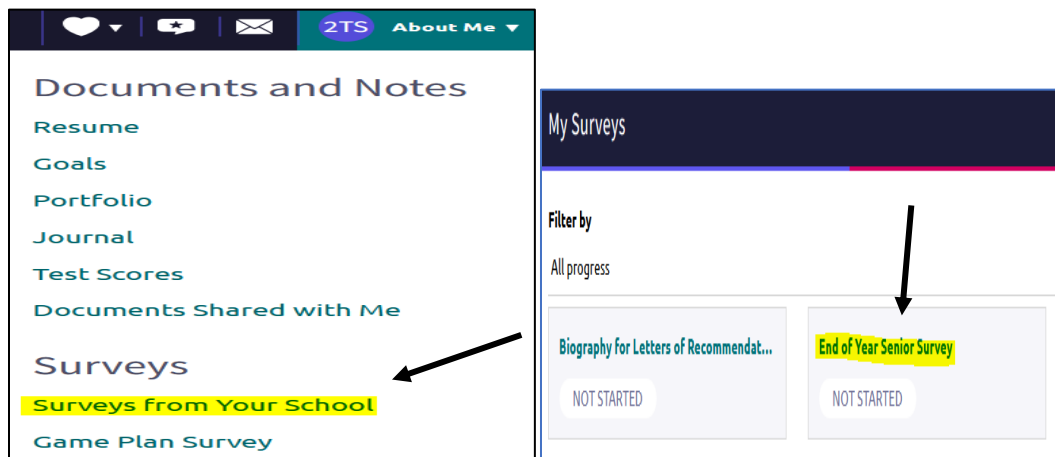
Please log in to Naviance.

- Go to: <https://student.naviance.com/brownhs>
- You can also find the Naviance link on the BHS website under Quick Links
- **Reminder:** Your Naviance **username** is your **Student ID#**. Your **password** is what you created. Use the “Forgot your Password?” on the Naviance log-in page if you have forgotten it. If you have log-in issues, please contact Mrs. Martin in Schoology.

Task 1: Complete End of Year Survey

Please complete the “End of Year Senior Survey” in Naviance.

- Select “About Me” in Naviance in the top right corner of the home page
- Then select “Surveys from your school”
- Complete the “End of Year Senior Survey”
- Be sure to “SUBMIT ANSWERS” after you have finished the survey



Task 2: Mark your College Results & Decision in Naviance

If you applied to one or more colleges this year, please update Naviance. See steps below.

Step 1: Select “My Favorites” on the home page of your Naviance account. Select “COLLEGES I’m applying to.”



Step 2: Scroll down to see the list of colleges/universities in your “Colleges I’m applying to” list. Find the first school in your list and click on the **pencil EDIT icon**.

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/>	Ball State University	RD	Regular Decision	N/A	no request	Pending		Submitted EDIT
<input type="checkbox"/>	University of Southern Indiana	ROLL	Rolling	N/A	no request	Initial materials submitted		Submitted EDIT

Step 3: Once you click on the pencil Edit icon, find where it says **“Result,”** and **mark if you’ve been accepted, denied, no decision, conditionally accepted, etc. to that school.** There is also a place where you can check waitlisted or deferred. **YOU DO NOT NEED TO MARK ANYTHING ELSE.** **Then click “Save College Application”** at the bottom of the page. **Please mark the result for EACH COLLEGE you applied to in your list.** *If you did not end up applying to a school on your list, please mark “incomplete.”*

Ball State University (IN)

Have you submitted your application?
 I've submitted my application

I'll submit my application
 Direct to the institution

College Deadline
12/01/2021

Counselor Override
Not Applicable

App type
Priority December 1

Result

Waitlisted

Deferred

Interest
N/A

Format
N/A

Save College Application

Once “results” are marked for each college in your list, you can see they have been updated under “Application” in your list.

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/>	Ball State University	RD	Regular Decision	N/A	no request	Initial materials submitted		Accepted EDIT
<input type="checkbox"/>	University of Southern Indiana	ROLL	Rolling	N/A	no request	Initial materials submitted		Accepted EDIT

Step 4: Lastly, scroll down to where it says **“College that I’m attending”** under your list. **PLEASE MARK your attending college from the drop-down menu and click “Update.”** This is very important as your final high school transcript will be sent to this school in the summer.

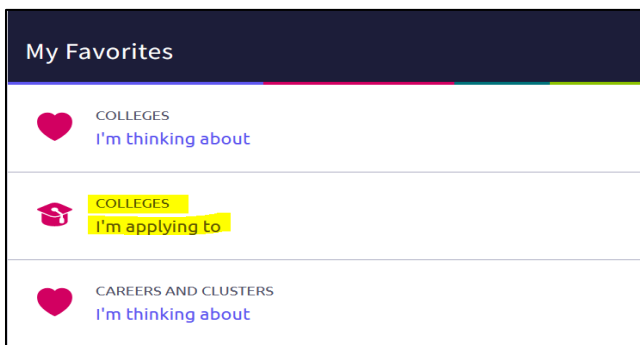
Task 3: Request your Final High School Transcript- IMPORTANT

Important:

- If you are planning to attend a 4-year or 2-year college/university or technical school, you need to request your final high school transcript for your attending school in Naviance.
- If you have plans to attend Ivy Tech and then transfer to a 4-year college, please request your transcript for Ivy Tech *only*.
- If you have not made a decision yet, please wait to request your final transcript and let Mrs. Martin know. **It is your responsibility to request your final transcript in Naviance once you have made a decision**

Follow the directions below to do this:

- Select **“My Favorites”** on the home page of your Naviance account. Select **“COLLEGES I’m applying to.”**



- Find the link that says **“REQUEST TRANSCRIPTS”** as shown below

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
	Regular	June		no			

- Select **"Final"** for the type of transcript and the **name of your attending college** in the drop-down menu for where you want your final transcript sent. Then click **"Request and Finish."**

What type of transcript are you requesting?

Initial

Mid year

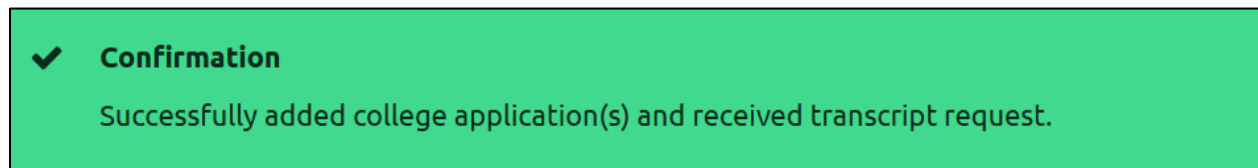
Final

Where are you sending the transcript/s?

X Ball State University

Request and Finish

- The following message will now appear indicating you have successfully requested your final high school transcript for the college you selected.



***Notes:**

1. Please contact Mrs. Martin in Schoology if you have any questions or issues requesting your final high school transcript for your attending college/university.
2. It is very important you only select 1 college/university when requesting your final high school transcript. This will tell us where to send your final high school transcript.
3. Final high school transcripts will be sent in the summer to attending colleges/universities of seniors.