Naviance Directions

Logging-in to *Naviance*

❖ Go to: https://student.naviance.com/brownhs
❖ You can also find the Naviance link on the BHS website under Quick Links
❖ Log in: Username = Student ID Number; Password = Password you created
❖ If you did not reset your password last year or can't remember it, select "Forgot your password?"
❖ Naviance will guide you through the process to create a new password
❖ Go to the Naviance log-in page. Enter your Student ID Number for your Username and the new password you created.
❖ Be sure to keep track of your log-in information.
❖ See your counselor if you need assistance with your Naviance log-in.

## Completing the Biography for Letters of Recommendation

❖ Log-in to *Naviance*
  o Select "About Me", then "My Surveys", then "Surveys Not Started"
     (or "Surveys In Progress"- if started already)
  o Select "Biography for Letters of Recommendation"
  o Answer the 8 prompts within the biography
  o Select "Save and Come Back" or "Save and Finish"

Requesting a Teacher Letter of Recommendation

❖ Visit the Naviance home page, Schoology, or Team 2021 website for a **video tutorial** on teacher letter of recommendation requests.
❖ Log-in to *Naviance*
  o Select "Colleges", then "Apply to College"
  o Select "Letters of Recommendation"
  o Select "Add Request"
  o Select the teacher from the drop-down list
  o Select which colleges the request is for (*All* or *specific colleges* from your "Colleges I'm Applying To" list)
  o Write a note for the teacher letter request
  o Select "Submit Request"
❖ Always talk to your teachers first to ensure they can write you a letter
❖ Always give the teachers advanced notice (at least 2-3 weeks) and make sure they received the request notification
❖ Be sure your biography is complete in Naviance so your teachers can reference it

❖ **IMPORTANT: For the Common Application, you must request teacher letter of recommendations in your Naviance Student account.** If you are using the Common Application, **DO NOT "invite a recommender" (BHS teacher/counselor) in the Recommenders section of the Common Application** because this will cause issues with submission of documents since Common App is connected to Naviance.

Common Application FERPA Release Authorization

❖ If using the *Common Application* for some of your college applications, you must complete the *FERPA Release Authorization* found within the "Recommenders and FERPA" section of the Common Application.
  o In order to complete the FERPA Release Authorization, you must complete the following in your Common Application *beforehand*:
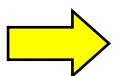
- You must complete the school segment in the Education section of your Common App
- You must have at least one college/university added to your Common App Dashboard and My Colleges list. Use the College Search tab in your Common App to do this.
  - The "Recommenders and FERPA" section can be found in the My Colleges tab under the college and also your Dashboard tab.
    - Now you can read and sign the FERPA Release Authorization in your Common Application

Matching your Common Application account to your Naviance student account

- ❖ Visit the Naviance home page, Schoology, or Team 2021 website for a **video tutorial** on matching your Common App account to your Naviance student account. You will need to do this if you are completing the Common Application.
- ❖ In order for the Common Application School Report including transcript and any letters of recommendation to be submitted to colleges, you must **match** your *Common App* account to your *Naviance* account:
  - From the "Colleges" tab on your Naviance homepage, select "Colleges I'm Applying To"
  - You will see a red box that says "Match your Common App account to Naviance Student account to get started"
  - Select "Match Accounts"
  - Type the e-mail address you used for your *Common App* as well as your date of birth
  - Select "Match Accounts"

Requesting a Transcript in Naviance

Please visit the Naviance home page, Schoology, or Team 2021 website for a **video tutorial** on transcript requests. **In order for your counselors to send your high school transcript to college(s), you must make the transcript request for the college(s) in Naviance.** There are 2 different ways you can request your transcript to be sent to a college in Naviance. Below are step-by-step instructions.

- ❖ **If the college *has not been added* to your "Colleges I'm applying to" list, you will follow these steps to request your transcript:**
  - Log-in to *Naviance*
  - Select "Colleges", then "Colleges I'm applying to"
  - Select the Add button ➕ + sign
  - Type the name of the college you are applying to & select it from the drop-down matches
  - Select the App type you are applying for (usually found on the college application or website)
  - For "I'll submit my application," click the drop-down to identify the application you used
    - Select "Via Common App" if you applied to the college through the Common App
    - Select "Direct to the institution" if you applied to the college through their own institutional application or other application
    - DO NOT select "I'm not sure yet"- we must know the application you submitted
  - Check the box that says "I've submitted my application"
  - Select "ADD AND REQUEST TRANSCRIPT"
  - For "What type of transcript are you requesting?," check the box that says "Initial"
  - Make sure the correct college name is displayed for "Where are you sending the transcript?"
  - Select "Request and Finish"

- ❖ **If the college *has already been added* to your "Colleges I'm applying to" list, you will follow these steps to request your transcript:**
  - Log-in to *Naviance*
  - Select "Colleges", then "Colleges I'm applying to"
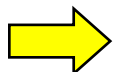
- o Check the box on the left next to the college name
- o Select "+ REQUEST TRANSCRIPTS"
- o For "What type of transcript are you requesting?," check the box that says "Initial"
- o Make sure the correct college name is displayed for "Where are you sending the transcript?" *(it should be the college you checked the box for on the previous screen)*
- o Select "Request and Finish"
- o You are now on your "Colleges I'm applying to" page
- o Select the pencil Edit icon for the college you just requested your transcript for
- o Be sure to do the following on this screen:
  - o Check the box that says "I've submitted my application"
  - o Mark the application you used- "Via Common App" or "Direct to the Institution"
  - o Mark the App type
- o Select "Save College Application"

***NOTE:** If you have questions or want to confirm you are requesting your transcript correctly, contact Mrs. Martin. You can check the status of your transcript requests in "Manage Transcripts" on your "Colleges I'm Applying To" page. It will say "sent" when the transcript has been submitted to the college electronically via Naviance. Please allow us time to complete transcript requests as many are made daily.