

# End of Year Naviance Tasks

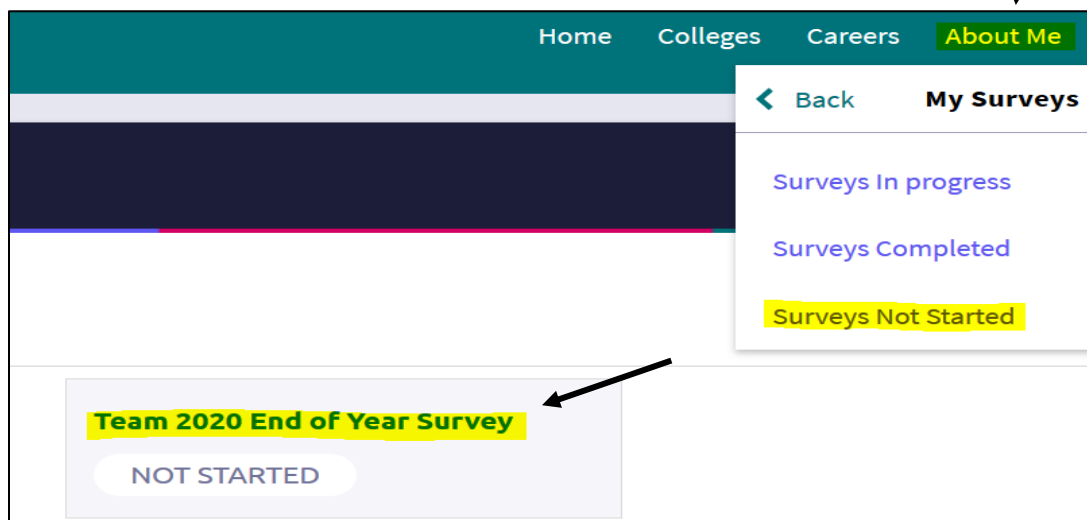
Please log in to Naviance.

- 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 still your **Student ID#**; however, your new **password** is *not* your 8-digit birthday anymore and **is now what you re-set it to** this year. 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 “Team 2021 End of Year Survey” in Naviance.

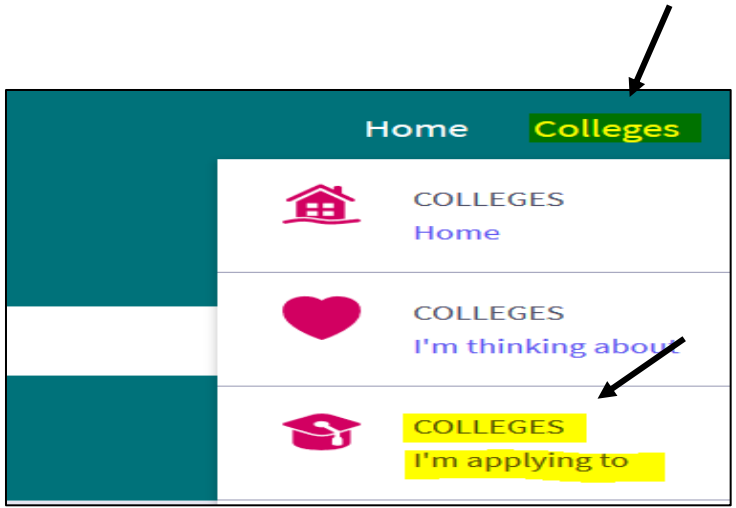
- Click on “About Me” in Naviance
- Then “My Surveys”
- Then “Surveys Not Started”
- Complete the “Team 2021 End of Year Survey”
- Be sure to “SUBMIT ANSWERS” after you have finished the survey



## 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:** Click on “Colleges” at the top of your Naviance account on the right-hand side. Click on “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 MORE
<input type="checkbox"/> University of Southern Indiana	ROLL	Rolling	N/A	no request	Initial materials submitted	Submitted	EDIT MORE

**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**  
 Accepted  
 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.

College that I'm attending:

Ball State University

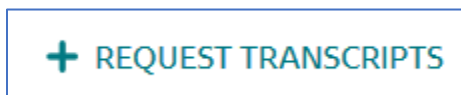
### **Task 3: Request your Final High School Transcript- IMPORTANT**

**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:

- Click on “Colleges” then “Colleges I’m applying to”
- Find the link that says “REQUEST TRANSCRIPTS” as shown below



- 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

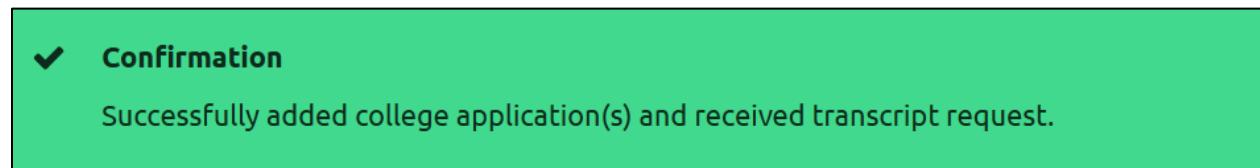
Final

**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.