

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
- ❖ Select “Student”
- ❖ 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.
- ❖ Contact your Mrs. Martin or your counselor if you need assistance with your Naviance log-in.


Adding Colleges to your “Colleges I’m Applying To” page:

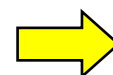
It is important to first **add colleges** to your “Colleges I’m Applying To” page in Naviance so you can easily make transcript requests and teacher letter of recommendation requests for the colleges you are applying to this year. Have a plan of where you are applying as well as the application type you are using for each school. When adding colleges to your “Colleges I’m Applying To” page in Naviance, you must know if you are applying “**Via Common App**” (applying to the college through the Common Application) or “**Direct to the institution**” (applying to the college through their own institutional application).

Below are directions for adding colleges by application type to your “Colleges I’m Applying To” page:

- ❖ Log-in to *Naviance*
 - Select “Colleges” at the top of the home page
 - Find the “Apply to College” section, then select “Colleges I’m Applying to”

- ❖ **IF you are using the “Common Application” to apply to one or more colleges, you must MATCH your Common Application account to your Naviance Student account.** (**If you are not using the Common Application, you do not need to match your accounts.)**
 - **Select “Match Accounts”**- *you must have created a Common App account before completing the matching*
 - It will walk you through how to connect your Common App account to your Naviance Student account
 - **Please watch this video** to learn how to complete the “Common App Account Matching” in Naviance: <https://www.screencast.com/t/gxEQkElyo1> (*step-by-step instructions are also listed on Pages 3-4*)
 - Once you *match* your Common App account to your Naviance account, the colleges listed in your Common App account now appear in your Naviance “Colleges I’m Applying To” list. The submission type for the colleges is noted as “CA” for *Common App*.
 - Colleges you add to your Common Application account will automatically populate your Naviance “Colleges I’m Applying To” list from this point on.

- ❖ **IF you are using a college’s own “Institutional Application” to apply, follow these directions to add the colleges to your “Colleges I’m Applying To” list:**
 - Select the Add button  + sign on your “Colleges I’m Applying To” page
 - **Fill out the following information:**
 - For “Which college are you applying to?”
 - Type the *name of the college* you are applying to & select it from the drop-down matches
 - For “App Type”



- *Select the App type (deadline) you are meeting for the college from the drop-down list (usually found on the college application or website)*
- For **“I’ll submit my application”**
 - **Select the application you are using for the college from the drop-down list** (since this segment of directions is referring to adding a college in which you are using the school’s *own institutional application*, you would select **“Direct to the institution”**- the second option listed below)
 - Select *“Via Common App”* if applying to the college through the *Common Application* or
 - Select *“Direct to the institution”* if applying to the college through their *own institutional application*
- Check the box that says *“I’ve submitted my application”* if you’ve applied to the college
- Select **“Add Application”**
- You now see the college you added to your list on your *“Colleges I’m Applying To”* page. The submission type for the college is noted with *a line marked through CA*, which refers to *“Direct to the institution.”* This indicates you are using the school’s own institutional application.
- **You will need to repeat the same process to add more colleges to your list.**
- **If you are adding a college to your list and using the Common Application, you need to select “Via Common App,” and make sure the Common Application Matching in Naviance is complete as mentioned on page 1.**

Complete the “Biography for Letters of Recommendation”

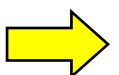
It is important to complete the “Biography for Letters of Recommendation” in Naviance for teacher letter of recommendations.

- ❖ Log-in to *Naviance*
 - Select *“About Me”* in the right-hand corner
 - Select *“Surveys from Your School”*
 - Select *“Biography for Letters of Recommendation”*
 - Answer the 8 prompts within the biography
 - Select *“Save and Come Back”* or *“Save and Finish”*

Requesting a Teacher Letter of Recommendation

For a **video tutorial** on requesting a teacher letter of recommendation in Naviance, please visit the Naviance home page, Schoology or Team 2022 website.

- ❖ Log-in to *Naviance*
 - Select *“Colleges”* at the top of the home page
 - Find the *“Apply to College”* section, then select *“Letters of Recommendation”*
 - Select *“Add Request”*
 - Select the teacher from the drop-down list
 - Select the specific college(s) the request is for if they are already in your list
 - The specific colleges will indicate how many letters of recommendation are required and allowed
 - Write a note for the teacher letter request
 - Select *“Submit Request”*



***Note:** If you do not have colleges in your Letters of Recommendation list, you cannot make a letter of recommendation request for a specific college. On the Letters of Recommendation page, it will alert you to add colleges to your “Colleges I’m Applying To” list. Select, “click [here](#) to add”, and follow the directions on Page 1 for “Adding Colleges to your Colleges I’m Applying To” page. You can then return to your Letters of Recommendation page to make a letter request for a specific college.

- ❖ 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 for Letters of Recommendation” is complete in Naviance so your teachers can reference it

- ❖ **IMPORTANT:** If you are using the Common Application, you **must request teacher letter of recommendations in your Naviance Student account. DO NOT “invite a recommender” or “other recommender” for a BHS teacher or 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.

- ❖ If you find that a college you are applying to requires a counselor letter of recommendation, contact your counselor in Schoology. **DO NOT “invite” your counselor as a recommender or other recommender in your Common App either.** Counselor recommendations are uploaded and submitted via Naviance to colleges.

Common Application Account Matching Process with Naviance:

If you are using the “Common Application,” you must do the following 2 things within your Common Application and Naviance Student account because they are connected. Here is a video tutorial for completing both items listed below: <https://www.screencast.com/t/gxEQkElyo1>

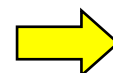
**If you are not using the Common Application, you do not need to match your accounts.*

Common Application FERPA Release Authorization

- ❖ If using the Common Application (found at www.commonapp.org), you must complete the *FERPA Release Authorization* found within the “Recommenders and FERPA” section of your Common Application.
 - In order to complete the FERPA Release Authorization, you must complete the following in your Common Application *beforehand*:
 - Log in to your Common Application and go to the Common App tab
 - Find the “Education” section and complete the “Current or Most Recent Secondary/High School” information
 - You must have at least one college/university added to your Common App Dashboard and My Colleges list
 - Go to the College Search tab and add one or more colleges
 - To complete the FERPA Release Authorization:
 - Go to the My Colleges tab and select a college in your list.
 - Select the “Recommenders and FERPA” section
 - Select “Complete Release Authorization”
 - Now you can read, complete, and sign the FERPA Release Authorization form in your Common Application

Matching your Common Application account to your Naviance student account

Here is a **video tutorial** on matching your Common App account to your Naviance Student account: <https://www.screencast.com/t/gxEQkElyo1>.



- ❖ In order for transcripts, Common App school reports, and any letters of recommendation to be submitted to colleges, you **must match** your *Common Application* account to your *Naviance Student* account:
 - Select “Colleges” on your Naviance homepage
 - Find the “Apply to College” section, then select “Colleges I’m Applying to”
 - You will see a red banner that says “Match your Common App account to Naviance Student account to get started.”
 - Select “Match Accounts” - *you must have created a Common App account before completing the matching.*
 - It will now take you to the Common Application website and it will say “Connect your Common App.”
 - Sign in to your Common Application account
 - Check the “I agree” box to authorize the connection of your Common App to your Naviance Student account
 - Select “Connect”
 - You will then be redirected to your Naviance account and see your “Colleges I’m Applying To” page
 - You will see a green banner that says “Your Common App account has been matched.”
 - Note: The colleges listed in your Common Application account now appear in your “Colleges I’m Applying To” list because you have matched your accounts.
 - Colleges you add to your Common Application account will automatically populate your Naviance “Colleges I’m Applying To” list from this point on.

Requesting a Transcript for a college in Naviance

In order for your high school transcript to be sent to college(s), you must make the transcript request for the college(s) in Naviance. Please read through the information below prior to making a transcript request for a college in Naviance.

Colleges/Universities vary in the college application options offered- check admission websites. Some schools have one application you must use, whereas others provide more than one option, allowing you to select the application of your choice.

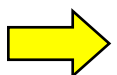
For each transcript request you make in Naviance, we must know if you are applying to the specific college “Via Common App” (applying to the college through the Common Application) or “Direct to the institution” (applying to the college through their own institutional application).

If the college offers more than one application option to choose from, decide which application you will use. If you request your transcript too early and change your mind later on the application option you are submitting for the college, your transcript may not connect to your application accordingly. Colleges download transcripts based on the application you use. **For this reason, when making a transcript request for a college in Naviance, YOU MUST BE ABSOLUTELY CERTAIN of the application you are using for the college.**

Transcript Request Instructions:

Follow the directions below to request your transcript for a college in Naviance. For a **video tutorial** on requesting your transcript for a college in Naviance, please visit the Naviance home page, Schoology or Team 2022 website.

There are 2 different ways you can request your transcript to be sent to a college in Naviance. It depends if any college(s) have been added to your “*Colleges I’m Applying To*” list in Naviance. Step-by-step instructions are provided below.




❖ SCENARIO 1:

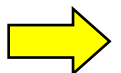
If you have already added colleges to your “Colleges I’m Applying To” page (from the directions on Pages 1-2 for “Adding Colleges to your Colleges I’m Applying To” page), follow the steps below to request your transcript for a college already in your list:

- Log-in to *Naviance*
- Select “Colleges” at the top of the home page
- Find the “Apply to College” section, then select “Colleges I’m applying to”
- Select and check the box on the left next to the college name(s)
- Select “+ REQUEST TRANSCRIPTS”
- For “What type of transcript are you requesting?,” check the box that says “Initial”
- Make sure the correct college name(s) is displayed for “Where are you sending the transcript/s?” (*it should be the college(s) you checked the box for on the previous screen*)
- Select “Request and Finish”
- You are now back on your “Colleges I’m applying to” page
- Your screen will now show a confirmation indicator and “requested” status
- Select the pencil Edit icon for the college(s) you just requested your transcript for
- Be sure to do the following on this screen:
 - Check the box that says “I’ve submitted my application” *if you’ve applied to the college*
 - Make sure the correct application is marked for how you are applying to the specific college
 - Select “Via Common App” if applying to the college through the *Common Application*
 - Select “Direct to the institution” if applying to the college through their *own institutional application*
 - IMPORTANT: We must know the application type you are using for the college (“Via Common App” or “Direct to the institution”) in order for your transcript to be submitted and downloaded by the college correctly. *If the college has more than one application option to choose from, you must be absolutely sure which application you are using for the transcript request.*
- Select “Save College Application”

❖ SCENARIO 2:

If you have not already added colleges to your “Colleges I’m Applying To” page, follow the steps below to request your transcript for a college at the same time as adding it to your “Colleges I’m Applying To” list:

- Log-in to *Naviance*
- Select “Colleges” at the top of the home page
- Find the “Apply to College” section, then select “Colleges I’m applying to”
- Select the Add button  + sign on your “Colleges I’m applying to” page
- **Fill out the following information:**
 - For “Which college are you applying to?”
 - Type the *name of the college* you are applying to & select it from the drop-down matches
 - For “App Type”
 - Select the *App type (deadline)* you are meeting for the college from the drop-down list (*usually found on the college application or website*)
 - For “I’ll submit my application”,
 - Select the application you are using for the college from the drop-down list



-Select "Via Common App" if applying to the college through the *Common Application*
or

-Select "Direct to the institution" if applying to the college through their *own institutional application*

- **IMPORTANT:** We must know the application type you are using for the college ("Via Common App" or "Direct to the institution") in order for your transcript to be submitted and downloaded by the college correctly. *If the college has more than one application option to choose from, you must be absolutely sure which application you are using for the transcript request.*
 - Check the box that says "I've submitted my application" if you've applied to the college
 - 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(s) is displayed for "Where are you sending the transcript/s?"
 - Select "Request and Finish"
 - You are now back on your "Colleges I'm applying to" page
 - Your screen will now show a confirmation indicator and "requested" status

***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. Please request your transcript in advance of a deadline.