

Naviance Instructions

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 = 8-digit birthday (i.e.05082001)

Completing the Biography for Letters of Recommendation

- ❖ Log-in to *Naviance*
 - Select “About Me”, then “My Surveys”, then “Surveys Not Started” (or “Surveys In Progress”- if started already)
 - 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

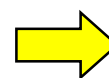
- ❖ Visit the Naviance home page or Team 2020 website for a video tutorial on letter of recommendation requests.
- ❖ Log-in to *Naviance*
 - Select “Colleges”, then “Apply to College”
 - Select “Letters of Recommendation”
 - Select “Add Request”
 - Select the teacher from the drop-down list
 - Select which colleges the request is for (*All* or *specific colleges* from your “Colleges I’m Applying To” list)
 - Write a note for the teacher letter request
 - 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 weeks) and make sure they received the request notification
- ❖ Be sure your biography is complete in Naviance so your teachers can reference it

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.
 - 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

Common Application Account Matching in Naviance


- ❖ Visit the Naviance home page or Team 2020 website for a video tutorial on matching your Common App to Naviance.



- ❖ 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](#) or [Team 2020 website](#) for a video tutorial on transcript requests. There are 2 different ways you can request your transcript for a college in Naviance. Below are step-by-step directions.

- ❖ **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 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 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”
 - Check the box on the left next to the college name
 - Select “+ REQUEST TRANSCRIPTS”
 - 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?” (*it should be the college you checked the box for on the previous screen*)
 - Select “Request and Finish”
 - You are now on your “Colleges I’m applying to” page
 - Select the pencil Edit icon for the college 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”
 - Mark the application you used- “Via Common App” or “Direct to the Institution”
 - Mark the App type
 - Select “Save College Application”