



# MHS Naviance – Step-by-Step Directions for Setting up eDocs

## ***BEFORE YOU BEGIN:***

1. You must have a Naviance account in order for your counselor to send your transcript to your colleges. If you do not, please contact one of the Guidance secretaries.
2. You must also create an account with Common Application, *regardless* of whether or not you are applying to a Common App school:

**[www.commonapp.org](http://www.commonapp.org)**

## ***Linking your Naviance account to your Common App account:***

3. Log into your **Student** Naviance account  
(<http://connection.naviance.com/morristownhs>)
4. Click the “Colleges” tab
5. Click “Colleges I’m applying to”
6. Complete the “Privacy Notice for Common Application” in the aqua box (*have your Common Application login information available*) – see image below
  - a. You need to do this one time only.
  - b. Check “Yes” or “No” to indicate whether you waive your rights to access your recommendation in the future (We encourage you to choose “Yes” and waive your rights to ensure that the integrity of your application is not compromised).
  - c. Check the box to authorize the release of records.
  - d. Fill in your Common Application username and password (this *must* match the info you entered into Common App *exactly*).
  - e. Click Submit.

⇒ IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at [www.commonapp.org/FERPA](http://www.commonapp.org/FERPA)).
2. I waive my right to access below, regardless of the institution to which it is sent.

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

By completing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.


Common application username:

Common application password:

Confirm password:

After you have linked your Naviance account with your Common Application, **you must add the colleges you are applying to in your Naviance account in order for us to send transcripts:**

1. Log into Naviance (link located under Guidance tab on MHS website)
2. Choose “colleges” tab
3. Select “colleges I’m applying to” then click “+add to this list”
4. Choose “Type” of application (e.g. Rolling, Early Decision, Regular, etc.)
5. Select “lookup” (in blue) to find your school
6. Check “I have submitted my application” if you have done so (if not, you can update this setting once you have submitted your application)
7. Repeat to add additional colleges you are applying to
8. Select “Add Colleges” at the bottom once you have selected all your colleges

*\* This list includes all schools you have added to your Common App in addition to schools you have applied to not using the Common App. For colleges that do not accept eDocs submissions, you will see a “stamp” logo  next to the school name. You will need 3 stamps in order to process your transcript request. Envelopes will be provided in Guidance.*

### ***To request a transcript after you have submitted an application...***

- Complete a pink transcript request form available in Guidance
- Please bring the request form directly to your counselor – we will not accept faxed, emailed, or copies left in our mailboxes.
- *Please allow 10 school days for processing*

### ***To check your transcript status...***

- Log onto Naviance/Family Connection ([connection.naviance.com/morristownhs](http://connection.naviance.com/morristownhs))
- Click the “Colleges” tab
- Click “Transcripts” (in the left column)
- Click “View the status of all my transcript requests” (see image below)

### **Please note:**

The Guidance Department does not send SAT or ACT scores to colleges. It is the student’s responsibility to send official scores through either Collegeboard ([www.collegeboard.org](http://www.collegeboard.org)) and/or ACT ([www.actstudent.org](http://www.actstudent.org)). Please see your counselor with any questions.