

Directions for attending a college representative visit at HHS (virtual):

1. You must register in Naviance to attend a virtual college-rep visit hosted during the school day, 24-hours in advance.
2. To register, first you must log into Naviance. Then, click on the 'Colleges' tab in the upper right corner. Scroll to the bottom of the screen where you will see 'College Visits' on the left. You may click on the school you are interested in or click the "Show more" link to view the full list of schools visiting. Select 'Register Now' for those visits you would like to attend.
3. To request permission to miss class to attend a virtual college-rep visit, email the teacher whose class you may need to leave early -- at least 24 hours in advance.
4. You may only leave class early to attend the virtual college-rep visit if your teacher grants permission. You must make up the work you missed, as directed by the teacher.
5. You will be emailed the URL for the online visit 15 minutes prior to the event start time; it will come from Naviance.
6. Login to the virtual visit. Be sure your first and last name will be displayed and that you enable video/audio, if possible, so college reps can see/hear you.