# NAVIANCE BY POWERSCHOOL

Overview

Keep track of the colleges that you are applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, the college deadline, transcript requests, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college events, and test scores.

Accessing the List

1. From Naviance Student, **Colleges** > **Colleges I'm Applying To**.
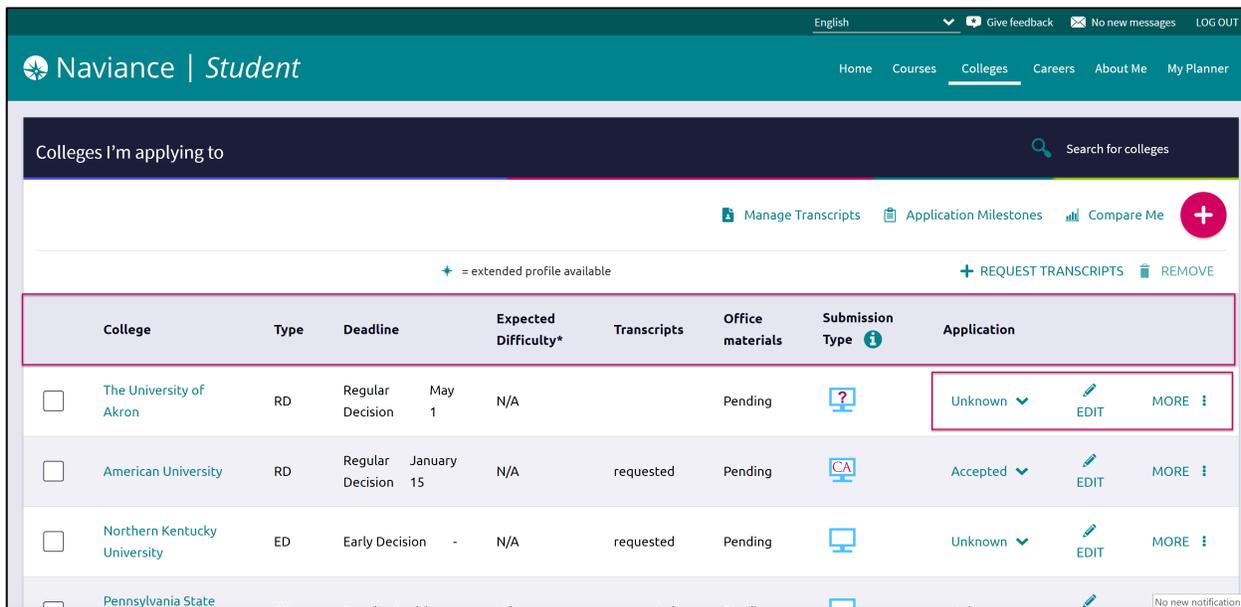
|	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application	
☐	The University of Akron	RD	Regular Decision May 1	N/A		Pending	?	Unknown ⌄	EDIT	MORE
☐	American University	RD	Regular Decision January 15	N/A	requested	Pending	CA	Accepted ⌄	EDIT	MORE
☐	Northern Kentucky University	ED	Early Decision -	N/A	requested	Pending	💻	Unknown ⌄	EDIT	MORE
☐	Pennsylvania State								

Adding a College(s) to the List & Requesting Transcripts

Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the *Colleges I'm Applying To* list
- From the *Colleges I'm Thinking About* list

From Colleges I'm Applying To

1. Click the **Add** button (+ sign).
   The Add New College Application, Step 1 Add Application displays.
2. From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
3. From **App Type** click the drop-down to identify your answer.
4. From **I'll submit my application?** click the drop-down to identify your answer.
5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.
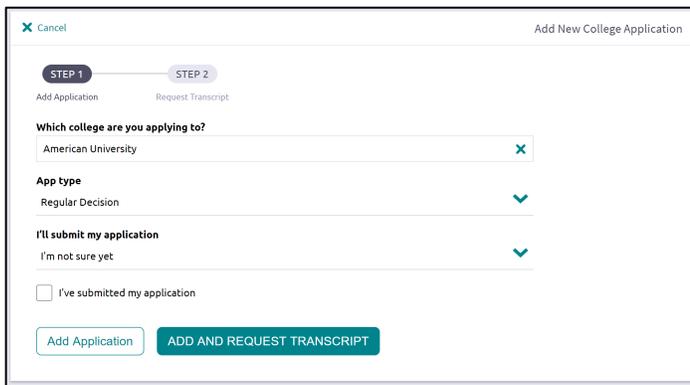
Add New College Application

STEP 1 — Add Application · STEP 2 — Request Transcript

Which college are you applying to?
American University

App type
Regular Decision

I'll submit my application
I'm not sure yet

☐ I've submitted my application

[Add Application] [ADD AND REQUEST TRANSCRIPT]

*If you currently do not need to request transcripts, select **Add Application**.*

6. Click **Add and Request Transcript**.
   The Add New College Application – Step 2 Request Transcript displays.
7. From **What type of transcript/s are you requesting?** select the checkbox(es) that identify your answer.
8. From **What additional materials, if any, do you want included?** select the checkbox(es) that identify your answer.
9. Review **Where are you sending this transcript?** to ensure the proper college name is displaying.
10. Click **Request and Finish**.

From Colleges I'm Thinking About

1. From Naviance Student, navigate to **Colleges** > **Colleges I'm Thinking About**.
2. Place checkmarks in the checkboxes next to the schools to which you are applying.
3. Click **Move to Application List**.
   The Move to College Applications, Step 1: Add Application/s displays.
4. Use the drop-down menus to select the accurate responses.

5. If you have already sent in your application, select the checkbox labeled **I've already sent my application**. If not, leave it unchecked.
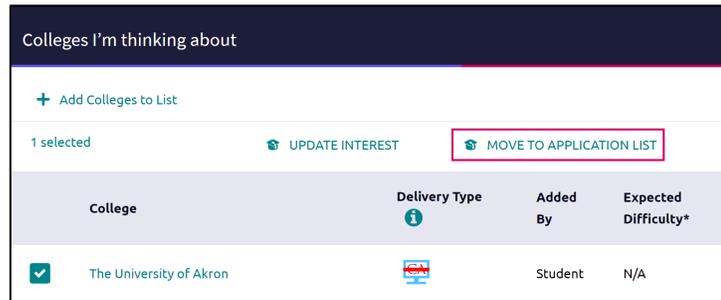
*If you do not currently need to request transcripts, select **Add Applications**.*

6. Click **Add and Request Transcripts**.
   The Move to College Applications, Step 2: Request Transcripts displays.
7. Select the accurate checkbox(es) for **What type of transcript/s are you requesting?** and **What additional materials, if any, do you want included?**.
8. Review **Where are you sending this transcript?** to ensure the proper college name and deadline type is displaying.
9. Click **Request and Finish**.
   The college is added, and the request is made.

Request Transcript

A transcript can be requested for schools that were previously saved to your **Colleges I'm Applying To** list.

1. From Colleges I'm Applying To, click **Request Transcripts**.
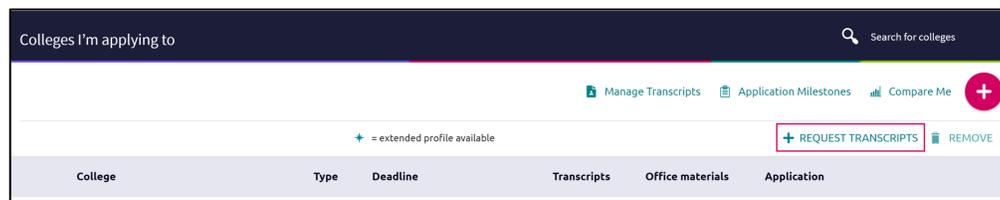
The Request College Application Transcript displays.

2. Use the checkboxes and drop-downs to answer the transcript-related questions.
3. Click **Request and Finish**.

Manage Transcripts

Use Manage Transcripts to keep track of your general transcript requests, whether for college applications or scholarships.

1. From the Colleges I'm applying to list in Naviance Student, click **Manage Transcripts**.

Colleges I'm applying to					🔍 Search for colleges
				📄 Manage Transcripts 📋 Application Milestones 📊 Compare Me	➕
	✦ = extended profile available			➕ REQUEST TRANSCRIPTS 🗑 REMOVE	
College	**Type**	**Deadline**	**Transcripts**	**Office materials**	**Application**
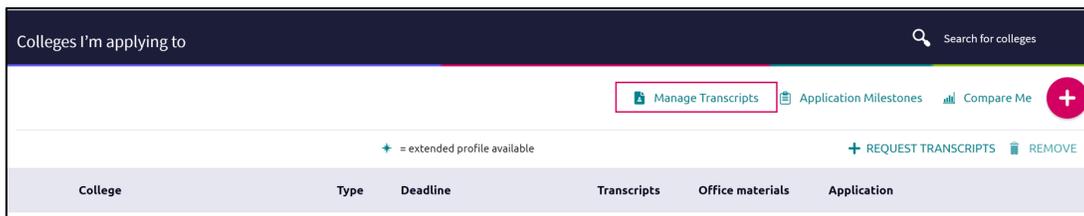
The Manage Transcripts page displays.

2. Here you can see all the institutions to which a transcript request has been associated.

3. Use the **Add** (+) button to add either **College Application Transcript** or **Other Transcript**.

College Application Transcript
Other Transcript
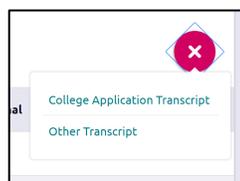
Transcript Requests								➕
Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
23522818	American Univ	College App	04/18/18	-	Pending	Requested	-	
23552450	American Univ in Bulgaria	College App	04/27/18	03/01/19	Pending	Requested	-	
23535045	Pennsylvania State University	College App	04/23/18	-	Pending	Requested	-	
23535044	PSU Abington	College App	04/23/18	-	Pending	Requested	-	
23522822	Ramesh Nair	Scholarship	04/18/18	04/18/18	-	-	-	

Transcript fees

Total Requested :	5
Total Billed:	$35
Paid to date:	- $0
YOU OWE:	$35

FEE STRUCTURE
This is the transcript fee structure for your school
Base cost per transcript:
$5
Base cost applies up to 3 transcripts

Cost per additional Transcript:
$10

4. Use the checkboxes and drop-downs to answer the transcript-related questions.
5. Click **Request and Finish**.

✕ Cancel   Request College Application Transcript

ℹ️ Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

☐ Initial

☐ Final

What additional materials, if any, do you want included?

☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference ⌄

Request and Finish

Other Application Information

Letters of Recommendation

Request new and keep track of letter of recommendation requests from **Colleges** > **Apply to College** > **Letters of Recommendation**.

When adding a request, select a teacher to write the recommendation, specific colleges from your Colleges I'm Applying To list, and any notes to share with your teacher.

Test Scores

View and add key test scores (**College Home** > **Apply to College** > **Test Scores**) such as ACT and SAT.

Some schools may not have provided rights to add your own test scores.