

Step by step process to College Applications in Naviance

Visit the Faribault HS homepage. Go to the 'Students' tab and click 'Clever', then log in with "use your computer login"

- Username: Infinite Campus ID Number
- Password: Infinite Campus password



Scroll down to "Naviance" and you are ready to go.

1. From **Colleges I'm Applying To**, click the **Add** button (+ sign in upper right corner/PINK)
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. Check **I've Submitted My Application**. This must be done before requesting your transcript.
6. Click **Add and Request Transcript**.
7. From **What Type of Transcript Are You Requesting?** Select **initial**.
8. Click **Request and Finish**.
9. If you're using Common Application, click **Colleges I'm Applying To**, then select **Match Accounts**.

*****You must submit your college application(s) before requesting your high school transcript.**

*****If you are applying to a "self reported" college, you will still need to go into Naviance and select the colleges you are applying to. There is no need to request a transcript to be sent.**