

Fishers High School Guidance Office

College Application Process Using Naviance

- Complete the actual college application on each college's website.
- Or some colleges require The Common Application instead. To see if your college requires the Common App, visit <https://www.commonapp.org/explore-colleges>
- If you are applying via Common App, fill it out on <https://www.commonapp.org/>
- The following instructions are for requesting transcripts and teacher recommendations through Naviance.
- All SAT and ACT scores should be sent to the colleges via their respective companies: <https://collegereadiness.collegeboard.org/sat> (for SAT) and www.act.org/ (for ACT).

To Request your Transcript:

1. Visit the FHS website <https://fhs.hseschools.org/> and select **Academics > Academic Advising > College and Career Readiness**
2. Scroll down to the Naviance section and select the icon to open more information about Naviance
3. Click on the link www.clever.com/in/hse
4. Click on "Log in with Active Directory"
5. Click on your account
6. Enter your Office 365 password
7. Scroll down the Clever page and click on the Naviance icon
8. Click on **Colleges I'm Applying To**
9. To add a college, click on the **Blue Circle with the White Plus Sign** on the right side of the page.
10. Type the college name in **Which College are you applying to?**
11. Choose the **Application Type**
12. Choose how **I'll submit my application** - select either via Common App or Direct to Institution
13. Check the box **I have submitted my application**
14. Click **Add and Request Transcript** – this will send the request to the FHS Guidance Naviance account. When your transcript has been sent, it will be marked "Sent". *Allow two weeks for your application materials to be completed by the Guidance Office and give the college at least two to three weeks to show your Transcript as being "Received" (on their website)*
15. Click on **Initial** for type of transcript requesting
16. Click on **Request and Finish**
17. If you are using Common App, complete the **Common App Account Matching** in the red box at the top of the page.
18. If you need a transcript for the NCAA or NAIA, follow the same steps that are listed above.

Teacher Recommendations:

1. Click on **Colleges** at the top of the page
2. Click on **Letters of Recommendation**
3. Click **Add Request**

4. Click the dropdown menu and **choose the teacher from the list** (make sure you have personally asked this teacher prior to this request and that your Resume is updated in Naviance)
5. Select the **specific colleges this request is for**
6. Add a personal note for the teacher
7. Click **Submit Request** – this will send an email to the teacher stating your request and will add the request to the teacher’s Naviance account. It will also record that you have requested it in your Naviance account.

Important Reminders

- When registering for the SAT and/or ACT tests, please remember to **send your scores from Collegeboard and/or ACT directly to the colleges and universities** of your choice. You receive four free score reports every time you register for a test. Please take advantage of the free reports because score reports requested at a later date are subject to a fee. The FHS Guidance Office will not be sending SAT and ACT test scores with the transcripts to the colleges and universities.
- **Use Naviance to create your resume.** Your counselor and teachers will use the information you provide on your resume when writing recommendation letters.
- **Use Naviance to sign up for college rep visits to FHS,** college searching, career planning and personality/learning style inventories.
- **Scholarships** . . . who doesn't need help paying for college? We encourage you to start looking for scholarships now! The Scholarships and Financial Aid section of the FHS website is continually updated with new scholarships. Please check it frequently. Scholarship opportunities are also publicized on the “Guidance Info” Canvas page, FHS daily announcements and on Twitter. Two great additional resources are www.fastweb.com and www.scholarships.com. These two sites alone have over 800,000 scholarship listings! With this many ever-changing scholarships, it is imperative that students do their own scholarship research. Searching for scholarships can be a daunting task but is very manageable if you get started early during your senior year. Now, go get started finding money! Of course, your counselor is here to answer any questions you may have.
- **NAIA/NCAA** . . . are you an athlete hoping to play a sport in college? You must be academically eligible. Anyone planning to play at an NAIA college must register online at www.playnaia.org. SAT and/or ACT scores must be sent to the NAIA directly from the testing agency using the code 9876. Anyone planning to play at an NCAA division I or II College must register with the NCAA Eligibility Center at <https://web3.ncaa.org/ecwr3/>. SAT and/or ACT scores must also be sent to the NCAA using the code 9999. In addition, a transcript must be sent to the NCAA and/or NAIA. Eligibility requirements for the NCAA and NAIA are listed in the Academic Advising section of the FHS website. Make sure to let your counselor know your athletic and academic plans!
- **Please stop by the FHS Guidance Office or contact your counselor if you have any questions.**