

A background image showing a person's hands. One hand is holding a silver smartphone, and the other is typing on a laptop keyboard. A semi-transparent teal banner is overlaid across the middle of the image, containing white text.

Getting Ready for Senior Year

Using Naviance for College Applications

Getting Ready for Senior Year

What To Expect

WHAT?

You'll be using **Naviance Student** to request transcripts from your counselors and letters of recommendation from your teachers for your college applications

WHEN?

Early next school year

HOW?

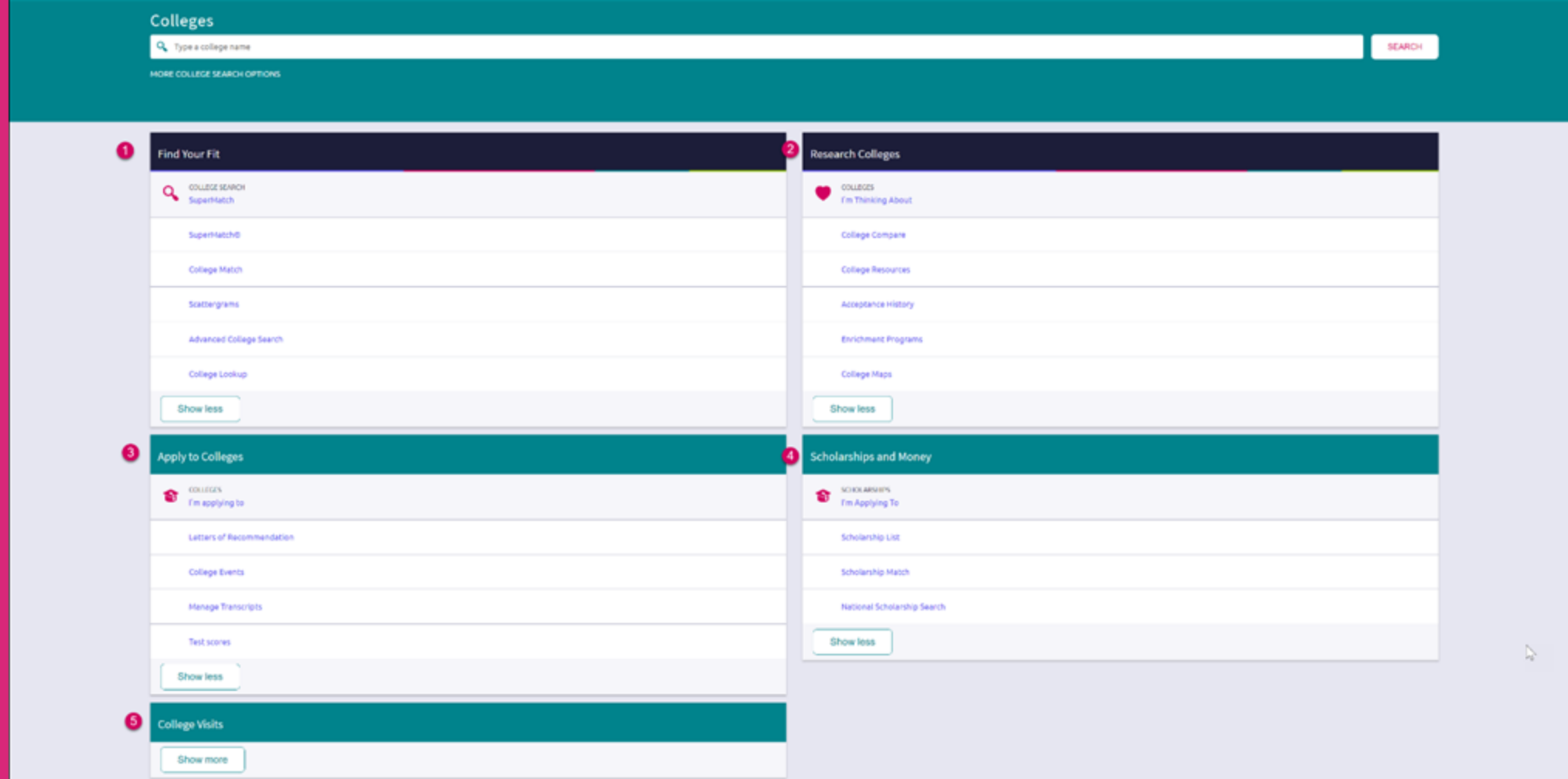
This presentation will provide you the steps on how to request these documents and track your applications using **Naviance Student**

WHY?

Accurately tracking your college applications in **Naviance Student** will allow the counseling office to send transcripts and your teachers to send letters of recommendation on your behalf.

You will also be able to check the status of materials being sent right in your account, which saves you time and stress!

Colleges Page



- 1. Find Your Fit:** Use tools like SuperMatch and Scattergrams to identify your best-fit college.
- 2. Research Colleges:** Dig deeper into colleges of interest using tools like Acceptance History.
- 3. Apply to Colleges:** Manage college applications and corresponding documentation.
- 4. Scholarships & Money:** Search for and keep track of scholarships.
- 5. College Visits:** Check out and sign up for colleges visiting the school.

New and Improved SuperMatch College Search

Tooltips guide you through searching over 20 new filters to find your best-fit institution.

The screenshot shows the SuperMatch College Search interface. At the top, a dark blue header contains the title "SuperMatch College Search" and a link "About SuperMatch". Below this is a navigation bar with tabs: "Choose Fit Criteria", "Location", "Academics", "Admission", "Diversity", "Institution Characteristics", "Cost", "Student Life", "Athletics", and "Resources". The "Location" tab is selected and highlighted with a red box. Below the navigation bar, the "Your Fit Criteria" section shows 5 selected criteria. A "Must Have" box contains "Location [7]", "Major [1]", and "Campus Surroundings [1]". A "Nice to Have" box contains "Internships and Co-ops" and "Offers Study Abroad". The "Your Results" section shows 15 institutions with a fit score of 90% or above. The first result is Western New England University, which has a 100% fit score and a "Why?" button. A red callout points to this button, saying "See WHY a College got a Certain Fit Score." Another red callout points to the "PINNED" and "FAVORITE" buttons, saying "Pin and Favorite Colleges of Interest". At the bottom, a dark blue footer contains a search bar, a "PINNED" button with a red circle containing the number 1, and buttons for "THINKING ABOUT" (0) and "APPLYING TO" (0). A red callout points to the "PINNED" button, saying "Compare your Pinned Colleges".

SuperMatch College Search

About SuperMatch

III Choose Fit Criteria

Location Academics Admission Diversity Institution Characteristics Cost Student Life Athletics Resources

Your Fit Criteria

5 selected criteria
To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Must Have

- Location [7]
- Major [1]
- Campus Surroundings [1]

Nice to Have

- Internships and Co-ops
- Offers Study Abroad

Saved Searches Choose one Save Search Start Over

Your Results

Your results include 15 institutions with a fit score of 90% or above

	Fit Score	Cost	Admission Info
Western New England University Springfield, MA, Small City 4 year, Private nonprofit ★ PINNED ♡ FAVORITE	100% Why?	Coed % Male/Female 55-45 Out of State 49% Minorities 18%	Tuition & Fees \$31,730 Room & Board \$12,894 Acceptance Rate 80% Accepts Common App App Fee \$40 Test Optional

Search by College

1 PINNED THINKING ABOUT 0 APPLYING TO 0

College Match

ActiveMatch helps students discover colleges that are interested in students like them based on the student's specific GPA and test scores.

The screenshot shows the 'College Match' interface with a search bar at the top right labeled 'Search for colleges'. Below the search bar are three tabs: 'Colleges Looking For Students Like You', 'Colleges Other Students Like', and 'Colleges That Have Accepted Students Like You'. The first tab is selected. Below the tabs, there is a grid of college cards. Each card displays the college name, location, a 'Favorite' button (heart icon), and a section titled 'Learn how they fit your interest in:' followed by a list of colleges. The callouts point to specific categories:

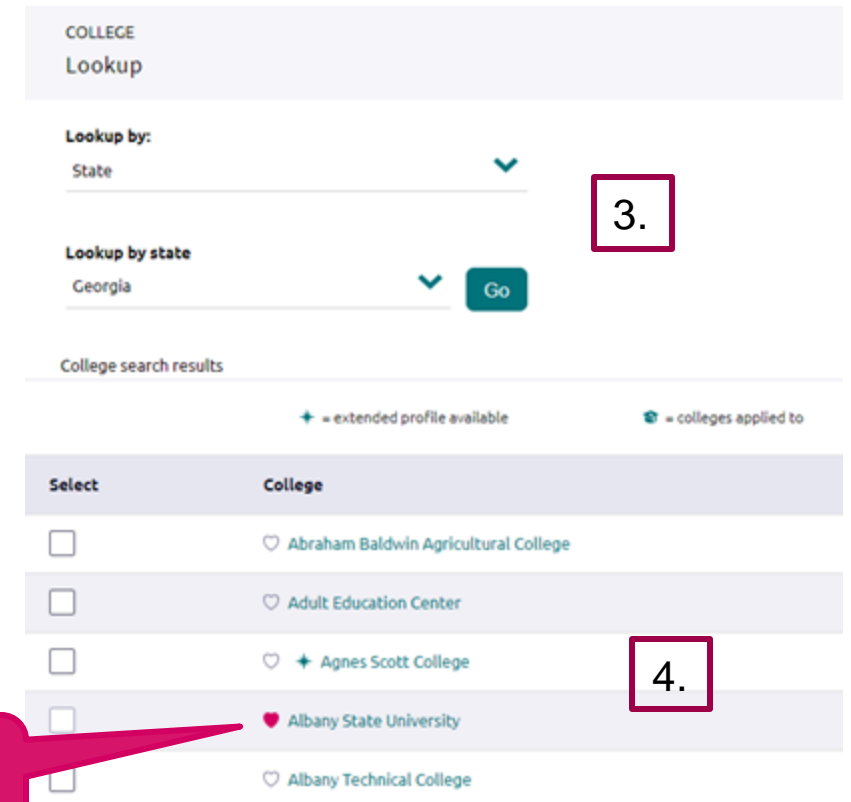
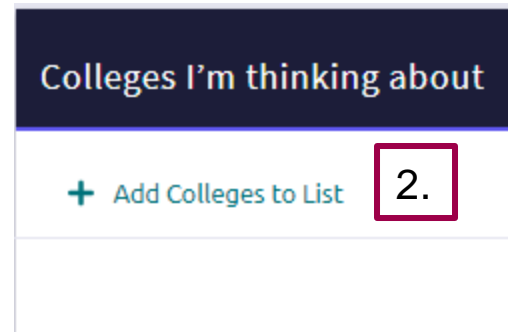
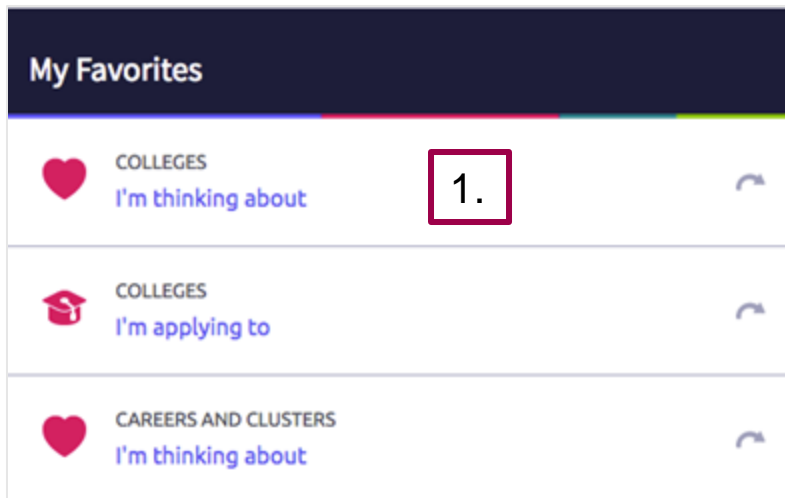
- Colleges Interested in Students with the Same Criteria:** Points to the first tab.
- Colleges that other students who applied to your school, also applied here:** Points to the second tab.
- Recommended Colleges Based on GPA and Test Scores:** Points to the third tab.
- Favorite Colleges of Interest:** Points to the 'Favorite' button on the Saint Louis University card.

College Name	Location	Favorite	Learn how they fit your interest in:
DePauw University	Greencastle, IN	Favorite	Purdue University-Main Campus
United States Naval Academy	Annapolis, MD	Favorite	Purdue University-Main Campus
Clemson University	Clemson, SC	Favorite	Purdue University-Main Campus
Indiana University - Purdue University Indianapolis	Indianapolis, IN	Favorite	Purdue University-Main Campus
Holy Cross College	Notre Dame, IN	Favorite	University of Notre Dame
Saint Louis University	Saint Louis, MO	Favorite	Purdue University-Main Campus
Bard College	Annandale-On-Hudson, NY	Favorite	Purdue University-Main Campus
Milwaukee School of Engineering	Milwaukee, WI	Favorite	Purdue University-Main Campus
Manover College	Manover, IN	Favorite	Ball State University
Marian University - Indianapolis	Indianapolis, IN	Favorite	Ball State University
Syracuse University	Syracuse, NY	Favorite	Purdue University-Main Campus

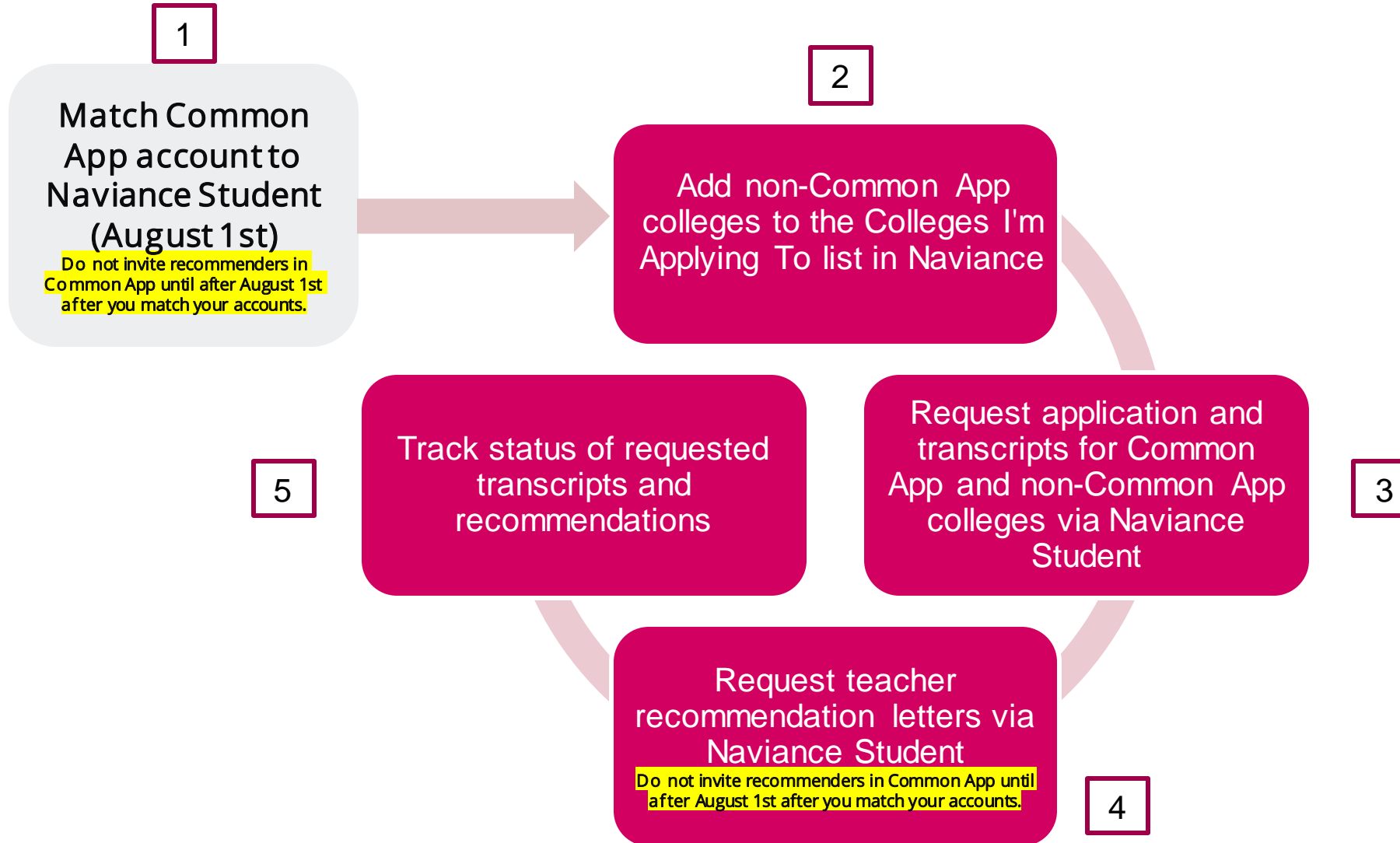
Adding Colleges to your Favorites List

To add colleges to your Favorite list, you will:

1. From the home page, click on Colleges I'm Thinking About
2. Select +Add Colleges to List
3. Search for the college(s) of interest
4. Select the heart icon to add to Favorite's list.



Student College Application Flow



Common App: Create Account / Sign FERPA Waiver

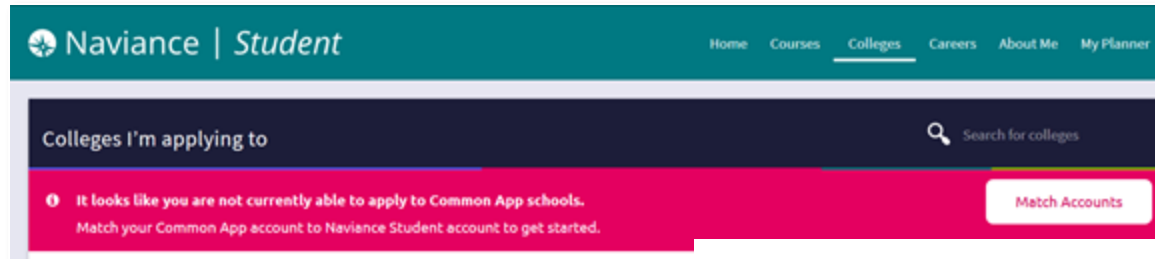
Students should follow the steps in this video to learn how to setup their Common App account & how to sign the FERPA Release Waiver.

- 1st- Students must create Common App accounts via www.commonapp.org
- 2nd- Match Common App and Naviance account in Naviance Student on or after August 1st.
 - Go to **Colleges I'm Applying To List**
 - **Select the hot pink bar to Match Accounts**
 - **Enter the email address** used for the Common App account
 - **Confirm that the birthdate is correct**
 - **Select Match Accounts**

Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance

Match your Common App Account

1. Select Match Accounts



2. Enter the original email address that you used when creating your Common App account.

3. Enter or confirm your Date of Birth

A screenshot of the 'Common App Account Matching' form. At the top, there's a 'Close' button and the title 'Common App Account Matching'. A yellow note box states: 'Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.' Below this, a paragraph explains the purpose of matching accounts. The form is divided into two columns. The left column is titled 'Get Started with Common App' and lists two steps: 'Create a Common App account on Common App Online' and 'Sign the Common App (CA) FERPA Waiver on Common App Online'. Below this is a section 'Match Your Accounts' with the instruction 'Tell us the email address you are using for Common App and your date of birth.' It contains two input fields: 'Common App Email Address' (with the text 'test.test@naviance.com') and 'Date of Birth' (with the text '05/10/2001'). At the bottom of this section is a blue 'Match Accounts' button. The right column is titled 'TIPS' and lists three tips for successfully matching accounts: 'Mark sure you use the email address that you chose for your Common App account', 'Make sure that last name on your Naviance Student account matches the last name you used to create your Common App account.', and 'Make sure the date of birth on your Naviance Student account matches the date of birth on your Common App account.' At the bottom right of the form is a link that says 'I don't need this'.

4. Select Match Accounts

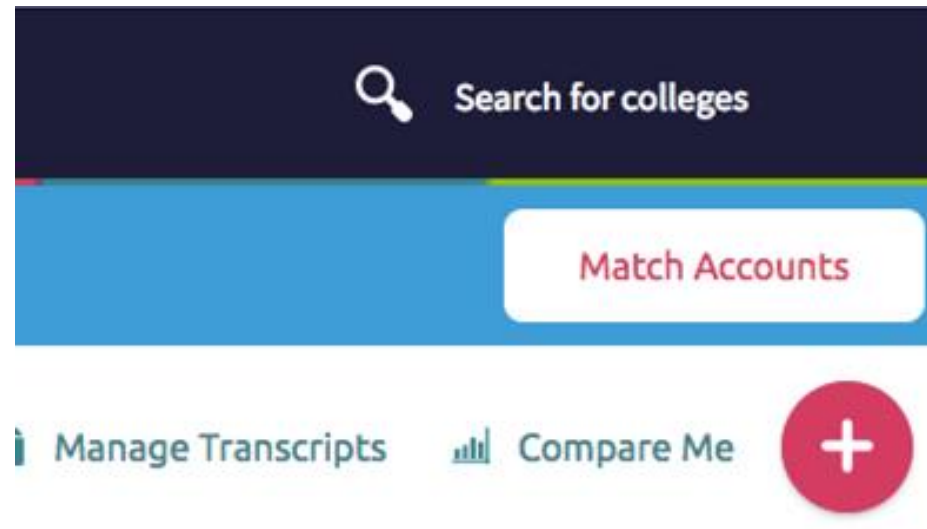
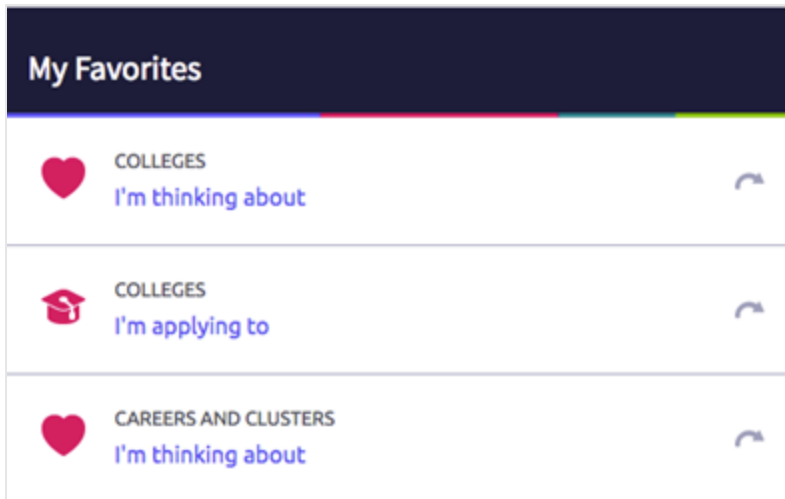
Now, all your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance. Now, you should request transcripts & Letters of Recommendation in Naviance!

Adding Colleges to your Application List

To add colleges to your application list, you will:

1. From the home page, click on Colleges I'm Applying to
2. Click **Pink** circle with the plus sign
3. Search for the first college you are applying to
4. Update your decision type and how you'll apply
5. Add and request initial transcript

1.



2.

Adding Colleges to your Application List

Make sure you indicate how you are applying to the particular college.

- Some colleges accept applications through Common App or another method. You will need to update how you are applying in Naviance Student so the counseling office knows how to send the materials.
- If you are NOT applying to the college via Common App, select the “directly to the institution” option.

The screenshot shows a web interface for updating application information. At the top, there is a 'Cancel' link and an 'UPDATE APPLICATIONS' button. Below this is a header for 'STEP 2 Tell us how you're submitting these applications'. A descriptive text states: 'This tells your counselor how to submit your transcripts and other materials to institutions.' A section titled 'Colleges' contains a blue informational box with a note: 'Note: If you're applying to an institution via any method not listed here, choose "directly to the institution".' Below this, for 'Bradley University', the question 'I'll submit my application:' is followed by three radio button options: 'Via Common App', 'Direct to the institution', and 'I'm not sure yet'. The 'I'm not sure yet' option is currently selected.

X Cancel UPDATE APPLICATIONS

STEP 2 Tell us how you're submitting these applications

This tells your counselor how to submit your transcripts and other materials to institutions.

Colleges

Note: If you're applying to an institution via any method not listed here, choose "directly to the institution".

Bradley University

I'll submit my application:

☐ Via Common App

☐ Direct to the institution

☒ I'm not sure yet

Request Transcripts

In order to access a transcript request, open the Colleges I'm Applying To list

Option 1: When using the plus (+) to add a new college, you can request a transcript during the process.

Naviance | Student

Cancel Add New College Application

STEP 1 Add Application STEP 2 Request Transcript

Which college are you applying to?

Australasian Maritime Institute

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

Direct to the institution

☐ I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

Naviance | Student

Home Courses Colleges Careers About Me My Planner

Colleges I'm applying to

Search for colleges

Manage Transcripts Application Milestones Compare Me

+ = extended profile available

+ REQUEST TRANSCRIPTS REMOVE

	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application		
University	RD	Regular Decision	January 15	N/A	requested	Pending	Unknown	EDIT	MORE
University	RD	Regular Decision	January 15	N/A	requested	Pending	Unknown	EDIT	MORE
y College re County	RD	Regular Decision	-	N/A	requested	Initial materials submitted	Unknown	EDIT	MORE

Option 2: The Request Transcripts option allows you to request a transcript for any of the colleges on your list.

Request Letters of Recommendation

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- ☐ Choose **specific** colleges from your *Colleges I'm Applying To* list
- ☐ All current and future colleges I add to my *Colleges I'm Applying To* list ¹

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Cancel

Submit Request



Requesting LORs

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation (LOR)** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
 - **Best practice** is to select specific colleges, since many colleges accept a limited number of recommendations.
6. Include a **personal note**
 - **Best practice** is to include a note. This assists the teacher in remembering special tasks or events.
7. Select **Submit Request**
8. Select **Request and Finish**

Track Submission Process in Naviance

Tracking Transcript & App Materials Status

1. Go to **Colleges I'm Applying To List**
2. Check the **Transcript** column to review when a counselor has submitted a transcript
 1. The transcript column will say 'sent' if the transcript has been sent
3. Check the **Office Materials** column to review when a staff member has indicated that all materials have been sent for that application
4. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ⓘ	Application
<input type="checkbox"/>	of Central Florida	RD	Regular Decision	N/A	requested	Pending		Submitted ▾ EDIT MORE ⓘ
<input type="checkbox"/>	Docufide Demo College	RD	Regular April Decision 1	N/A	final sent	Final submitted		Accepted ▾ EDIT MORE ⓘ

Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

Deadline -	Recommender(s)	Status ⓘ	Cancel Request
See applications	Genevieve T	Recommendation Statuses: ✕	✕
Apr 01 2018	Genevieve T	📧 Requested: Student has requested a letter of recommendation	✕
		📝 In Progress: Teacher has written the letter of recommendation	Add Request
		✅ Submitted: High school faculty member has sent the letter of recommendation to designated college(s)	
		✕ Cancelled: Either the student, teacher, or counselor has cancelled the request	

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Track Submission Process in Naviance

How do I request more transcripts? Select Request Transcripts

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent

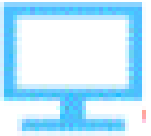
College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Alabama at Birmingham (UAB)	RD	Regular - Decision	N/A	no request	Pending		Unknown EDIT MORE

How do I know if my counselor has submitted everything I need for an application? If the Office Materials column says “submitted”, this means all necessary materials from your school have been sent

eDocs Delivery Type Icons



Mail Only: documents can only be sent by mail



Electronic: documents can be sent through eDocs



Common App: Common App docs can be sent through eDocs



Unknown: documents can be sent through eDocs. Student has not yet indicated how they are applying



Common App via Electronic: documents can be accepted through eDocs



Common App Mail only: documents prepared but not sent through eDocs

Adding Scholarships to your Favorites List


To add scholarships to your Application list, you will:

1. From the Colleges home page, click on Scholarship List
2. Select scholarship Name to view specifics
3. Select scholarship(s) and +Add to My Applications
4. Select National Scholarship Search for listing of national scholarships.

Scholarship Search		
You found 29 matching scholarships. Click here to change your profile and re-run your search.		
SCHOLARSHIP	AMOUNT	DEADLINE
\$1,000 Plan for College Sweepstakes	\$1,000	2/29
\$1,000 JumpStart Scholarship	\$1,000	4/15
\$1,000 Moolahspot Scholarship	\$1,000	4/30
\$2,000 Christian College Scholarship - Your Road Map	\$2,000	2/29
\$2,500 College Raptor Scholarship	\$2,500	3/31
\$2,500 No Sweat Scholarship	\$2,500	3/31
\$2,500 Win Free Tuition Scholarship	\$2,500	2/29
C.I.R. Scholarship	\$1,000	5/31

National Scholarship Search

Scholarships and Money

 SCHOLARSHIPS
I'm Applying To

Scholarship List

Scholarship Match

National Scholarship Search

Scholarships and Financial Aid					
<div><div>✓ Success</div><div>Scholarship applications have been added successfully</div><div>Close</div></div> <p>The list below contains scholarships or financial aid awards that may be relevant for you. Click the name of a scholarship to view more information. You may also check the scholarships for which you are submitting applications and then click "Add to My Applications"</p>					
2 Selected					
Filters All					
Name	Deadline	Maximum Award	Merit based	Service req	Last Updated
<input checked="" type="checkbox"/> Auburn University	-	N/A			May 4, 2006 11:39 AM
<input checked="" type="checkbox"/> Brenau University	-	N/A	<input checked="" type="checkbox"/>		May 4, 2006 12:32 PM
<input type="checkbox"/> Dean' Scholarship	-	N/A	<input checked="" type="checkbox"/>		May 4, 2006 12:12 PM

Add to Applications list

Next Steps

Decide which colleges you will be applying to:

- Do additional research in Naviance Student over the summer to narrow down your college application list.
- If you are not sure if you will apply to a particular college, add that college to the Colleges I'm Thinking About list until you are sure.
- Review application requirements and begin working on your essay. Common App essay prompts can be found on their website: <http://www.commonapp.org/11th-grade>
- Start thinking about which teachers you will need to request recommendations from

Match Your Common Application

- After 8/1, you'll be able to create your Common Application account
- Once you create your Common Application account, you'll need to match your Common Application account to your Naviance Student account



Ready, Set, Go!

Make sure to check Naviance Student throughout your senior year for important updates and information to keep you on the path to success!