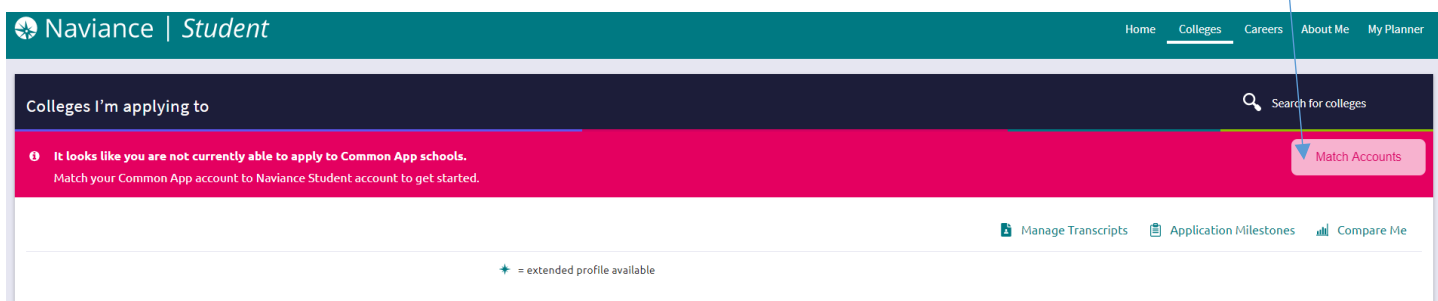


## Using Naviance for the College Application Process

1. **Log in to Naviance** frequently and explore its features. To log in, go to [www.wylieisd.net](http://www.wylieisd.net), look under the Our Families tab, click Academic Links, and scroll down to the Naviance icon. Log in with Clever/Active Directory using your WISD ID number (like this: 100000@wylieisd.net) and password.
2. If you are applying to any **Common App** schools (like Harvard, Yale, Duke, etc.):
  - a. You must create a separate account at [www.commonapp.org](http://www.commonapp.org). (Helpful tip: do not use your wylieapps e-mail address when you set up this account...that e-mail address will be disabled when you graduate from WHS.)
  - b. **You must match your Naviance account to your Common App account.** IF YOU DO NOT, THE HIGH SCHOOL WILL BE UNABLE TO PROCESS/SEND THE NECESSARY DOCUMENTS FOR YOUR APPLICATION (transcript, counselor report, school profile, etc.).
  - c. **All you need to match your Common App account with your Naviance account is:** 1) the e-mail address you used to set up your Common App account; and 2) your birthday.



3. If you are applying to any school (Common App, ApplyTexas, even Collin!), you need to track your application in Naviance. **You'll use Naviance to order transcripts for each application.**
  - a. From your Naviance Student page, click "Colleges I'm Applying To"
  - b. Click the "Add" button (+ sign)
  - c. Use the drop-down or type the name of the desired college.
  - d. From "App Type," click the drop-down menu to identify your answer.
  - e. On "I'll submit my application," use "direct to the institution" if you are using ApplyTexas or a college's own application (like Collin's). **If you leave this undecided, your transcript may not process.**
  - f. Check the box "I've submitted my application" if/when you have done that.
  - g. Click "Add and Request Transcript." This step is most important!! The transcript you want to send is "Initial"—meaning the one from the beginning of your senior year. Midyear transcripts go out after January; final transcripts after you graduate.
  - h. Despite the checkbox about test scores, please be aware **WHS DOES NOT SEND TEST SCORES!**

The screenshot shows a form titled 'Add New College Application' with a 'Cancel' button in the top left. The form is divided into two steps: 'STEP 1 Add Application' and 'STEP 2 Request Transcript'. Under 'STEP 1', there is a dropdown menu for 'Which college are you applying to?' with 'American University' selected. Below that is a dropdown for 'App type' with 'Regular Decision' selected. Under 'STEP 2', there is a dropdown for 'I'll submit my application' with 'I'm not sure yet' selected. At the bottom, there is a checkbox for 'I've submitted my application' which is unchecked. Two buttons are at the bottom: 'Add Application' and 'ADD AND REQUEST TRANSCRIPT'.

- You have to order these directly from your College Board (SAT) or ACT account.
- i. Review "Where are you sending this transcript?" to ensure the proper college name is showing.
  - j. Click "Request and Finish."

English Give feedback No new messages LOG OUT

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

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Akron	RD	Regular Decision	May 1	N/A	Pending	?	Unknown ▾ EDIT MORE ⋮
<input type="checkbox"/> American University	RD	Regular Decision	January 15	N/A	requested	CA	Accepted ▾ EDIT MORE ⋮
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision	-	N/A	requested	Computer	Unknown ▾ EDIT MORE ⋮
<input type="checkbox"/> Pennsylvania State							

No new notifications

A question mark needs to be resolved for the transcript to be sent.

Click the plus sign to add apps.

- If you need transcripts for other reasons (like for scholarship applications), click **“Manage Transcripts.”** This will show you all your transcript requests. Use the Add (+) button to add **“Other Transcript.”** Use the checkboxes and drop-downs to answer the transcript-related questions. (Again, we do NOT send SAT/ACT scores.) Click **“Request and Finish.”**
- If you need letters of recommendation, click **“Colleges.”** Scroll down to the **“Apply to Colleges”** box and click **“Letters of Recommendation.”** When adding a request, select a teacher to write the recommendation, to a specific college or all colleges from your Colleges I’m Applying To list, and any notes to share with your teacher. Do not use Naviance to request letters of recommendation from non-WHS adults, like employers, pastors, etc. This is only to use for teachers. Another helpful tip: Don’t use your counselor as one of your Common App recommendation letters. Your counselor already has to send a **“Counselor Recommendation.”** If you use her as one of your requests, the college will get her recommendation twice and one of your opportunities for a letter has been wasted!

Apply to Colleges

COLLEGES I'm applying to

Letters of Recommendation

Manage Transcripts

Test scores

Show less