Naviance College Planning and Career Assessment Tool
12th Grade Tasks & Quick Reference Guide

Getting Started – Logging into Naviance

Log into Naviance Student:

1. https://student.naviance.com/
2. Enter your Home School Zip Code
3. Enter login and password. If you do not know the password, select forgot password

Completing Tasks

12th grade student assigned tasks include:

- **Complete College SuperMatch™**
  - o   Complete SuperMatch™
  - o   Add to Colleges I'm Thinking About
- **Add/Track Colleges Applications**
  - o   Add to Colleges I'm Apply To/Move from Colleges I'm Thinking About
- **Review your school's college application process**
  - o   Request Transcripts & Recommendation Letters
  - o   Apply to your college either through the college or on Common App

A.   Complete College SuperMatch™

1. You can also click **Colleges > Find Your Fit > SuperMatch™.**
2. Set your **Fit Criteria** using the options along the top of the page. Select only those that are **important for you to have at a college.**
3. Matching results appear below.
4. You can compare colleges by using **Pin to Compare** and then choose the **Pinned** option at the bottom.
5. Click on the college name to view additional information (Use the **Overview, Studies, Students, Admissions & Cost** tabs)
6. Save at least one college to your **Favorites** (this also saves it to **Colleges I'm Thinking About).**
7. **Save** your search (you can search as many times as you want, using different **Fit Criteria**
8. **What are 2 "safe schools" you are thinking about applying to?**

A. _____   B_____

9. What are 3 of your "Reach Schools?"

    A.   _____
    B.   _____
    C.   _____

Building/Adding/Track College Applications & Transcripts

1. Building a List of Colleges I'm Applying To -Video link
2. Move colleges to your application list by going to **Colleges** > **Colleges I'm Applying tot**.
3. Select the + in the upper right corner**.**
4. Type the name of College
5. On the next page select **Application Deadline** (this is **CRITICAL** since Naviance will use this information to set materials due dates).
6. Click **How Will You Submit Your Application**, and then **Add and Request Transcripts**
7. Indicate **What Type of Transcript Are You Requesting?** and finally click **Request and Finish**.
8. Manage your college application information by clicking on the edit pencil next to a college on your list.

Unofficial Transcripts

1. Go to **About Me** > **My Stuff**> > **Documents Shared with Me**.

Requesting Letters of Recommendations

Use Naviance to request Letters of recommendation from current/active teachers at your school. Email the teacher first to ask permission.

1. Letter of Recommendation Requests -video
2. Go to **Colleges** > **Apply to College** > **Letters of Recommendation** > **Add Request**.

Scholarship and Financing College

1. Review scholarships in Naviance at **Colleges** > **Scholarships and Money**.
2. Learn about costs for at least one college by going to **Colleges > Colleges I'm Thinking About.** Select a college and click on **Costs**.
3. Explore **Average Net Cost by Family Income** and then click on each **Tuition & Fees category**.
4. Link to scholarships posted on Cooper River Center for Advanced Studies Career Center webpage.

Other Useful Features - Prepare for College Exams

Use Naviance Test Prep to prepare for SAT/ACT. Go to **Home** > **Resources to get ready** > **Naviance Test Prep.**