




# NAVIANCE QUICK GUIDE 2022-2023

## Log On Information - LOG ON VIA CLEVER

1. Log on to your Chromebook and open a new window
2. Click the Clever Icon  Blue "C" (top, right Corner)
3. Log on with google entering your username and password
4. Click the Naviance Icon 




## 'Colleges I'm Applying To'


1. Click on the 'Colleges' tab top of screen 
2. Select 'Colleges I'm Applying To'
3. (a) Select the "+" button to Choose your school to add to your List of schools that you ARE applying to. Feel free to add all colleges you plan to apply to (Do NOT check the box to send transcripts at this time!)  
(b) Choose the Correct Deadline - Regular, Rolling, EA, ED, etc. (We recommend Regular Admission) **AND** **\*\*Application Type /Submission Type** (Common App, Direct to Institution, etc.)  
(c) ONLY check the box 'I've submitted my application if you have done so. IF you did not submit then click the ADD Application box. If you submitted then check the box and click the ADD AND REQUEST TRANSCRIPT box
4. Do NOT add colleges to your 'Colleges I'm Applying To' list if you are not definitely applying to them. (You may do that under "Colleges I'm Thinking about")
5. Begin looking at each college's application requirements and procedures for Undergraduate Admissions

## Requesting a Teacher Recommendation

1. You MUST complete the 'About Me' Recommendation Survey and RESUME FIRST (see above)
2. **Please check the requirements of each college to determine if and how many letters of recommendation are needed (Usually 2 Max)**
3. SEE the teacher face to face to ask for a letter of recommendation on your behalf  
**Note: If applying via Common App an account and FERPA waiver must be complete to continue \*See Common Application Section for details**
4. Click on 'Colleges' top of page and then click on 'Letters of recommendation'
5. Click on the blue Add Request button
6. Select a teacher from the drop-down list
7. Choose the specific College you'd like the Teacher to write the letter of recommendation for. OR, click on "Select All" to check mark all Colleges listed.
8. Add a personal note or thank you! Let teachers know if you are using the common app they will need to upload a letter AND complete a Common App Teacher Evaluation Form.
9. Submit Request button and track submissions.

## Complete your application

1. Please check the application requirements of each college to determine what application you will use to apply. Then download the college's application checklist if available. (Most colleges accept ONE of the following: Online via the college's website , via printed application/mail , OR through \*Common App  (**Often OPTIONAL**)

 Common App School BUT NOT submitting via Common App

2. **IF** you are using the \*Common App (step by step section to follow below) please log on to [www.commonapp.org](http://www.commonapp.org) and complete the application. Do NOT start CA until 8/1.
3. If you are applying via the college's website complete your application online
4. If you are applying with a printed application/mail you will need to bring all materials that must be mailed along with 4 postage stamps to the counseling office
5. After you have applied, update your list of 'Colleges I'm Applying To' by clicking on the link in the 'My App' column. Each college you are applying to will appear. Check the box 'I have submitted my application' for every completed application
6. Indicate the Application Type (Regular, Rolling, EA, ED, etc.) for every completed application
7. Scroll down to the very bottom of the screen and click 'Update'

## Requesting a Transcript

1. Complete (one time) a Transcript Release Form (Counseling)
2. Click on the 'Colleges' Link (Top of Screen)
3. Select 'Colleges I'm Applying to'
4. Click Manage Transcripts' right above your list of colleges
5. Scroll down and click the pink plus sign '+' select "college application transcript"
6. Check the box next to which transcript you're requesting: Initial or Final.
7. Click on the drop down under "where are you sending the transcripts?" select the school.
8. Scroll down and click 'DONE'  
PLEASE NOTE that SAT/ACT scores will NOT be listed on Baldwin High School transcript

## Sending OFFICIAL or FULL SCORE reports SAT/ACT

Use Baldwin High School Code: 330295 when registering to send 4 free score reports!

1. Must send SAT scores from [www.sat.collegeboard.org](http://www.sat.collegeboard.org)
2. Must send ACT scores directly from [www.ACTstudent.org](http://www.ACTstudent.org)

---

(Turn Over →)

### **\*Common Application (Only if using Common App)**

1. IF using the Common App to apply create an account at [www.commonapp.org](http://www.commonapp.org) (you will complete your Common Application on this website)
2. Sign the FERPA Waiver
3. Click on the 'Colleges' link
4. Select 'Colleges I'm Applying To'
5. Match your Common App by following the prompts in the blue shaded area on Naviance
6. Click 'Match'

### **Scholarship Search**

1. Click on 'Colleges' link top of page.
2. For LOCAL scholarships, click on 'Scholarship List' THEN click on Local
3. For National scholarships click on 'National Scholarship Search'

### **Sign up for a College Representative Visit**

(College representative meet virtually with Baldwin High School students during the evening between September and December).

1. Click on 'College' link top of page, then 'College Home'
2. Scroll to the 'College Visits' (bottom right) Section Click 'Show More' to see the list of colleges that will be visiting.
3. To view the college visit details click on 'View Details'
4. To register for the college visit click on 'Register' (If you have registered and are no longer interested in attending please follow the same steps above selecting 'Cancel' to remove your name from the list)
5. Arrive on time for your scheduled college visit and use the virtual link provided by the school through Naviance.

### **DON'T FORGET THAT FAFSA OPENS OCT. 1<sup>ST</sup>**

- Make sure you create an account and obtain your FAFSA ID at:

<https://studentaid.gov/h/apply-for-aid/fafsa>

### **DO NOT FORGET!!!!!!**

- **Be sure to give the counseling office at least 10 days to process your transcript request.**
- **Do not wait until the day before the application deadline to send your requests!!!**
- Be sure to see your Counselor if you have any questions about Naviance or the application process.
- **For paper application schools, be sure to bring in application materials and 4 stamps to the Counseling Office in order to send your transcripts.**

**\*\*\*Letters of recommendation outside of Baldwin UFSD Staff and any other supplemental materials MUST be sent from the outside source or student DIRECTLY to the college admissions representative**