

A person is shown from the chest down, sitting at a desk. They are wearing a light blue button-down shirt. Their right hand is holding a silver smartphone, and their left hand is resting on the keyboard of a silver laptop. The laptop is open, and the keyboard is visible. The background is a dark, out-of-focus wall. A semi-transparent teal banner is overlaid across the middle of the image, containing white text. The text is centered and reads: "Getting Ready for Senior Year" in a large, bold font, and "Using Naviance for College Applications" in a smaller font below it.

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?

This process will take effect starting in the 2021-2022 academic 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

The screenshot shows the Hobsons Colleges page with a teal header. At the top, there is a search bar with the text "Type a college name" and a "SEARCH" button. Below the search bar is a link for "MORE COLLEGE SEARCH OPTIONS". The main content area is divided into five numbered sections:

- 1 Find Your Fit:** This section includes links for "COLLEGE SEARCH SuperMatch", "SuperMatch®", "College Match", "Scattergrams", and "Advanced College Search". It also has a "College Lookup" link and a "Show less" button.
- 2 Research Colleges:** This section includes links for "COLLEGES I'm Thinking About", "College Compare", "College Resources", "Acceptance History", "Enrichment Programs", and "College Maps". It also has a "Show less" button.
- 3 Apply to Colleges:** This section includes links for "COLLEGES I'm applying to", "Letters of Recommendation", "College Events", "Manage Transcripts", and "Test scores". It also has a "Show less" button.
- 4 Scholarships and Money:** This section includes links for "SCHOLARSHIPS I'm Applying To", "Scholarship List", "Scholarship Match", and "National Scholarship Search". It also has a "Show less" button.
- 5 College Visits:** This section has a "Show more" button.

- 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, there's a navigation bar with "SuperMatch College Search" and "About SuperMatch ?". Below that is a "Choose Fit Criteria" section with tabs for Location, Academics, Admission, Diversity, Institution Characteristics, Cost, Student Life, Athletics, and Resources. The "Location" tab is highlighted. Under "Your Fit Criteria", there are instructions on how to refine results and two boxes: "Must Have" and "Nice to Have". The "Must Have" box contains "Location [7]", "Major [1]", and "Campus Surroundings [1]". The "Nice to Have" box contains "Internships and Co-ops" and "Offers Study Abroad". Below this is the "Your Results" section, which shows a list of institutions. The first result is Western New England University, which has a 100% fit score. A callout points to the "Why?" button next to the fit score. Another callout points to the "PINNED" and "FAVORITE" buttons. At the bottom, there's a search bar and a navigation bar with "1 PINNED", "0 THINKING ABOUT", and "0 APPLYING TO".

SuperMatch College Search About SuperMatch ?

III Choose Fit Criteria Location Academics Admission Diversity Institution Characteristics Cost Student Life Athletics Resources

Your Fit Criteria Saved Searches Choose one Save Search Start Over

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 ←

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

	Fit Score i		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 Col 1 PINNED 0 THINKING ABOUT 0 APPLYING TO

See WHY a College got a Certain Fit Score.

Pin and Favorite Colleges of Interest

Compare your Pinned Colleges

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 and three tabs: 'Colleges Looking For Students Like You', 'Colleges Other Students Like', and 'Colleges That Have Accepted Students Like You'. The main content area displays a grid of college cards, each with a name, location, a 'Favorite' button, and a list of colleges that fit the student's interests. Three callouts provide context for the categories:

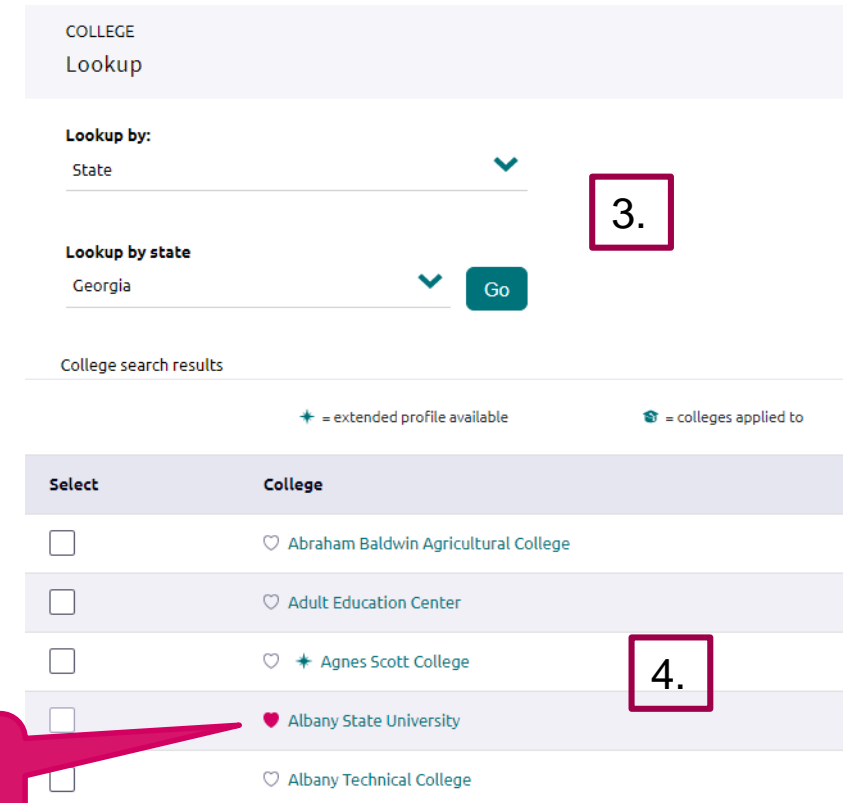
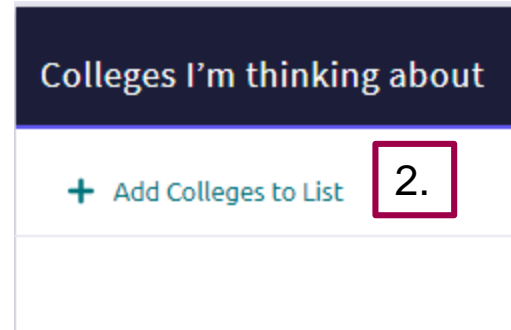
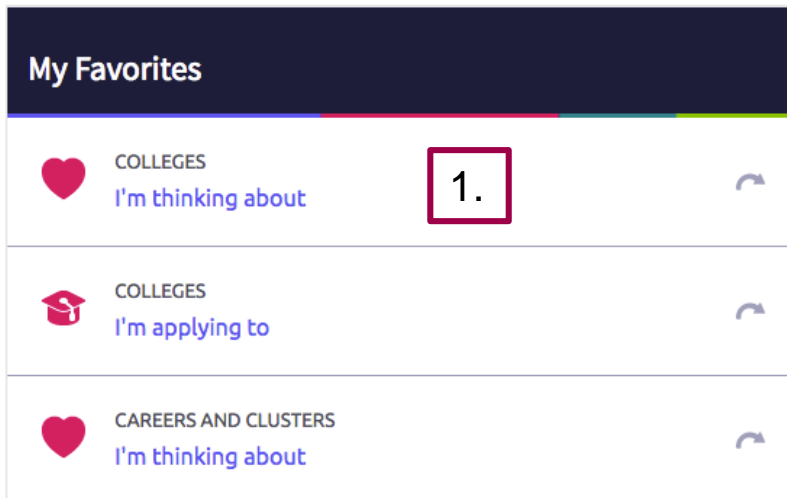
- Colleges Interested in Students with the Same Criteria:** Points to the 'Colleges Looking For Students Like You' tab.
- Colleges that other students who applied to your school, also applied here:** Points to the 'Colleges Other Students Like' tab.
- Recommended Colleges Based on GPA and Test Scores:** Points to the 'Colleges That Have Accepted Students Like You' tab.
- Favorite Colleges of Interest:** Points to the 'Favorite' button on the Saint Louis University card.

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

Adding Colleges to your Favorites List

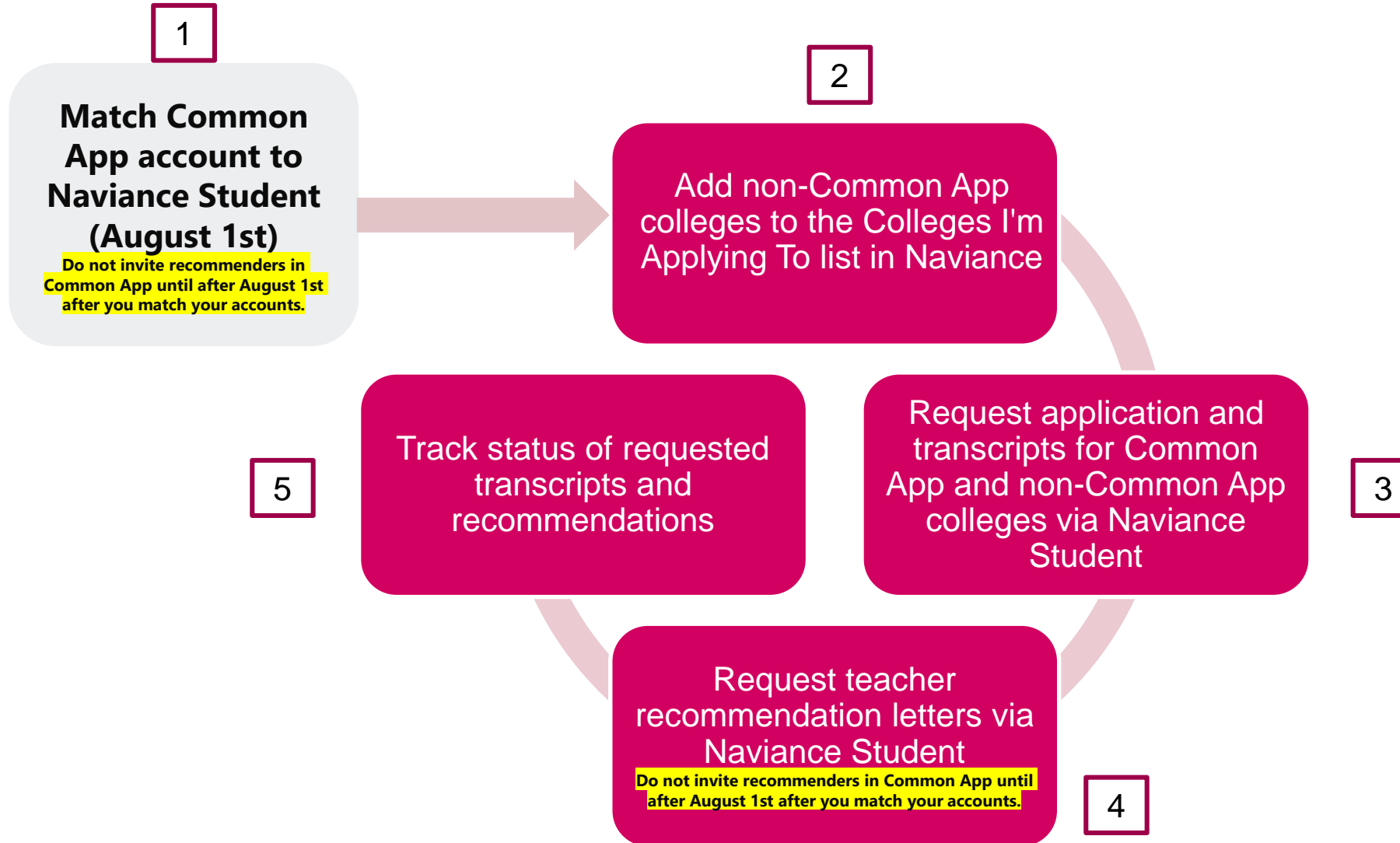
To add colleges to your Favorite list, you will:

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.



Favorite Colleges of Interest

Student College Application Flow



Common App: Create Account / Sign FERPA Waiver

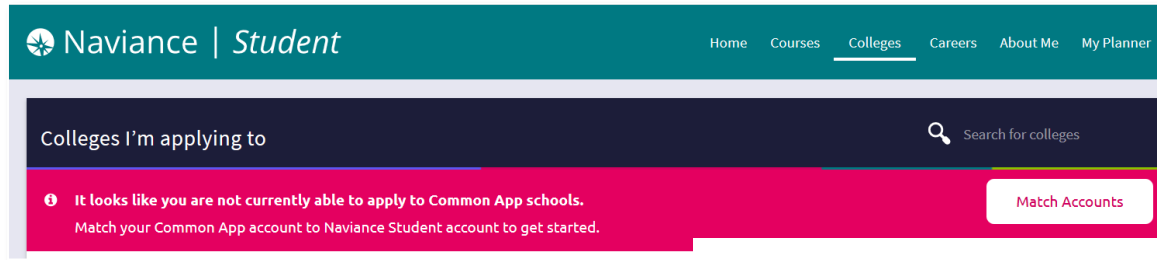
Students should follow the steps in [this video](#) to learn how to setup their Common App account & how to sign the FERPA Release Waiver.

- 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 is a yellow warning box with a triangle icon and the text: 'Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.' Below this is an introductory paragraph: 'We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.' The form is divided into two columns. The left column is titled 'Get Started with Common App' and contains two bullet points: 'Create a Common App account on Common App Online' and 'Sign the Common App (CA) FERPA Waiver on Common App Online'. Below this is the 'Match Your Accounts' section, which includes the instruction: 'Tell us the email address you are using for Common App and your date of birth.' There are two input fields: 'Common App Email Address' with the value 'test.test@naviance.com' and 'Date of Birth' with the value '05/10/2001'. At the bottom of this section is a blue 'Match Accounts' button. The right column is titled 'TIPS' and contains the text: 'These tips will help you successfully match your accounts.' followed by three bullet points: '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

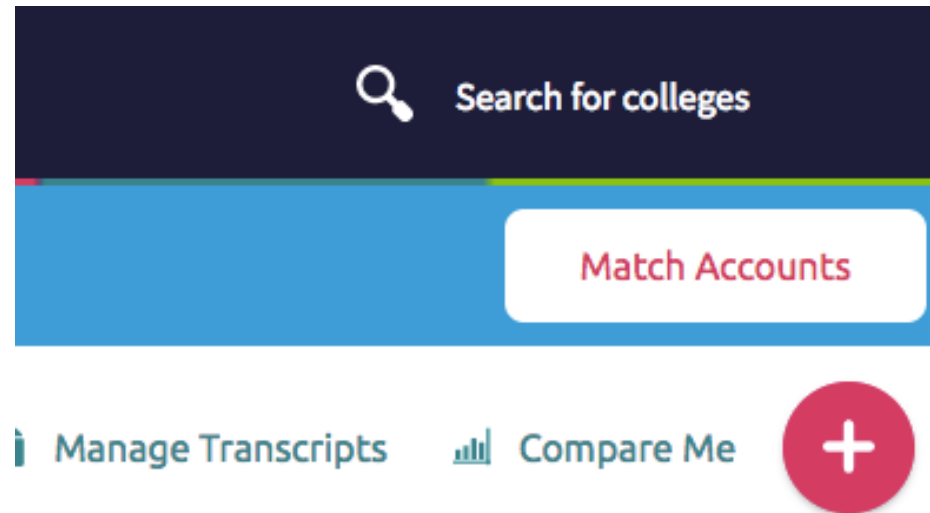
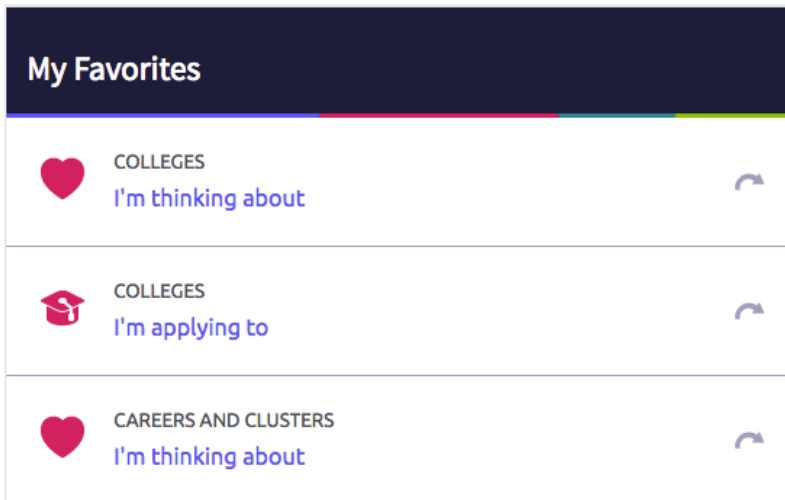
Now, all your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance. Now, you should request transcripts & Letters of Recommendation in Naviance!

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 user interface for selecting an application submission method. At the top left is a 'Cancel' button with an 'X' icon. At the top right is a green '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.' Under the heading 'Colleges', there is a blue information banner that reads: 'Note: If you're applying to an institution via any method not listed here, choose "directly to the institution".' Below this, the college 'Bradley University' is listed. Underneath the college name, the text '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, indicated by a filled green circle.

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	CA	Unknown EDIT MORE
College e 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

Cancel

Submit 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 **i**

3. Include a personal note to remind your recommender about your great qualities and any specifics about your 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	Requested: Student has requested a letter of recommendation	<input type="checkbox"/>
Apr 01 2018	Genevieve T	In Progress: Teacher has written the letter of recommendation	<input type="checkbox"/>
		Submitted: High school faculty member has sent the letter of recommendation to designated college(s)	<input type="checkbox"/>
		Cancelled: Either the student, teacher, or counselor has cancelled the request	<input type="checkbox"/>

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

Colleges I'm applying to

Search for colleges

Did you change your mind about applying to Common App schools?

Match Accounts

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"/> 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

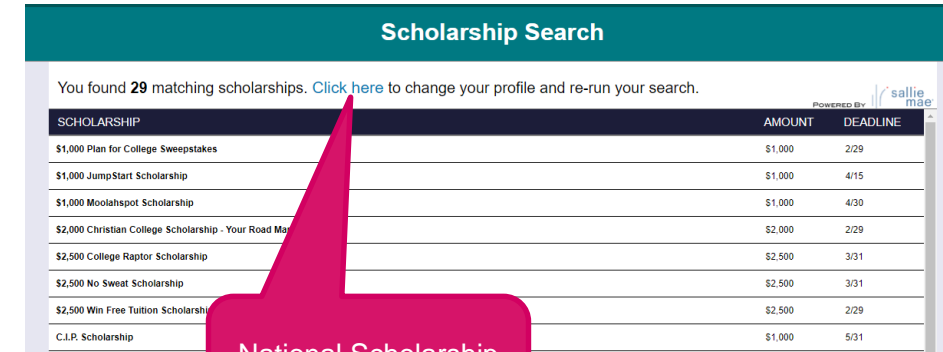


Common App Mail only: documents prepared but not sent through eDocs

Adding Scholarships to your Favorites List

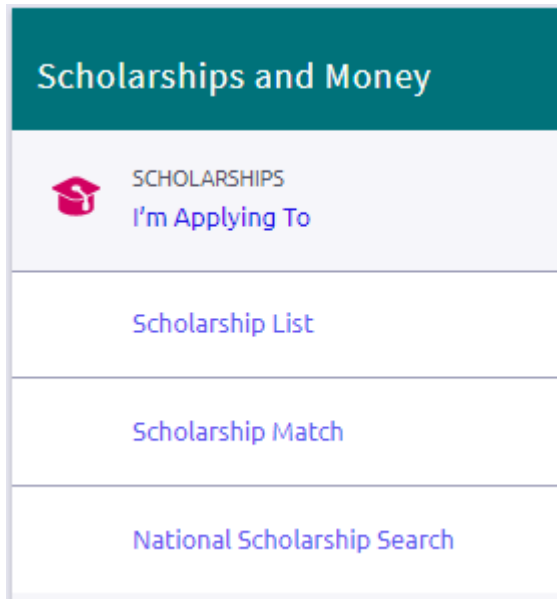
To add scholarships to your Application list, you will:

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	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.P. Scholarship	\$1,000	5/31

National Scholarship Search



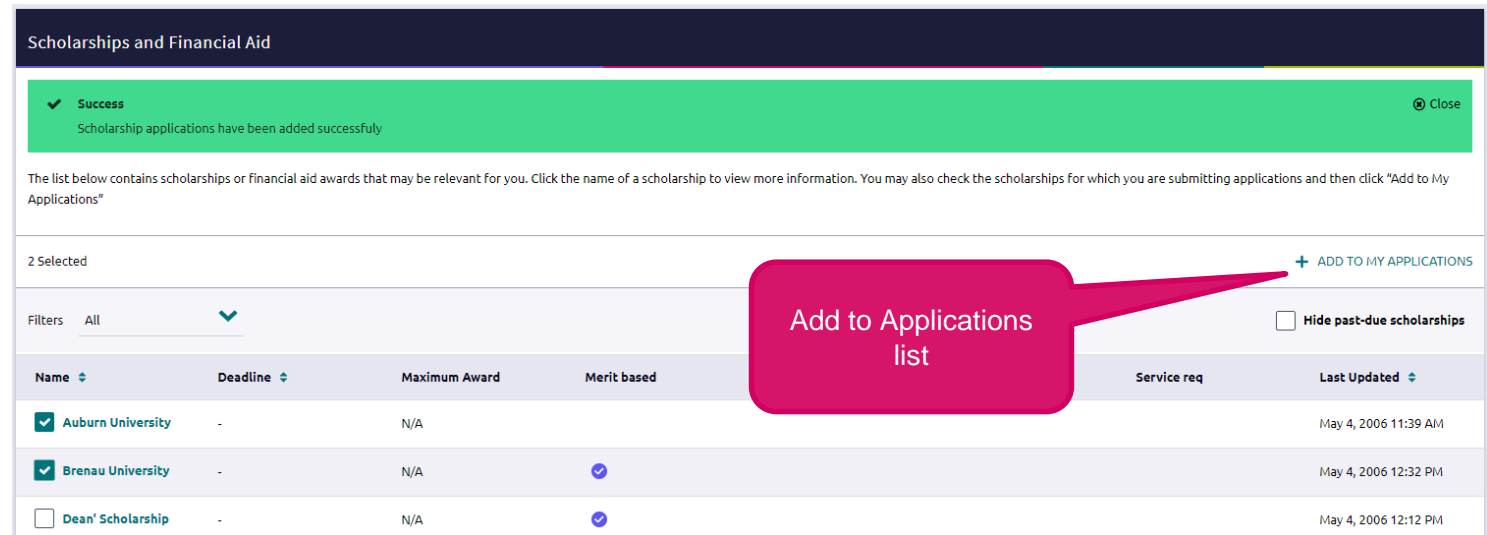
Scholarships and Money

SCHOLARSHIPS
I'm Applying To

Scholarship List

Scholarship Match

National Scholarship Search



Scholarships and Financial Aid

Success
Scholarship applications have been added successfully

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"

2 Selected

Filters All

+ ADD TO MY APPLICATIONS

Hide past-due scholarships

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!