

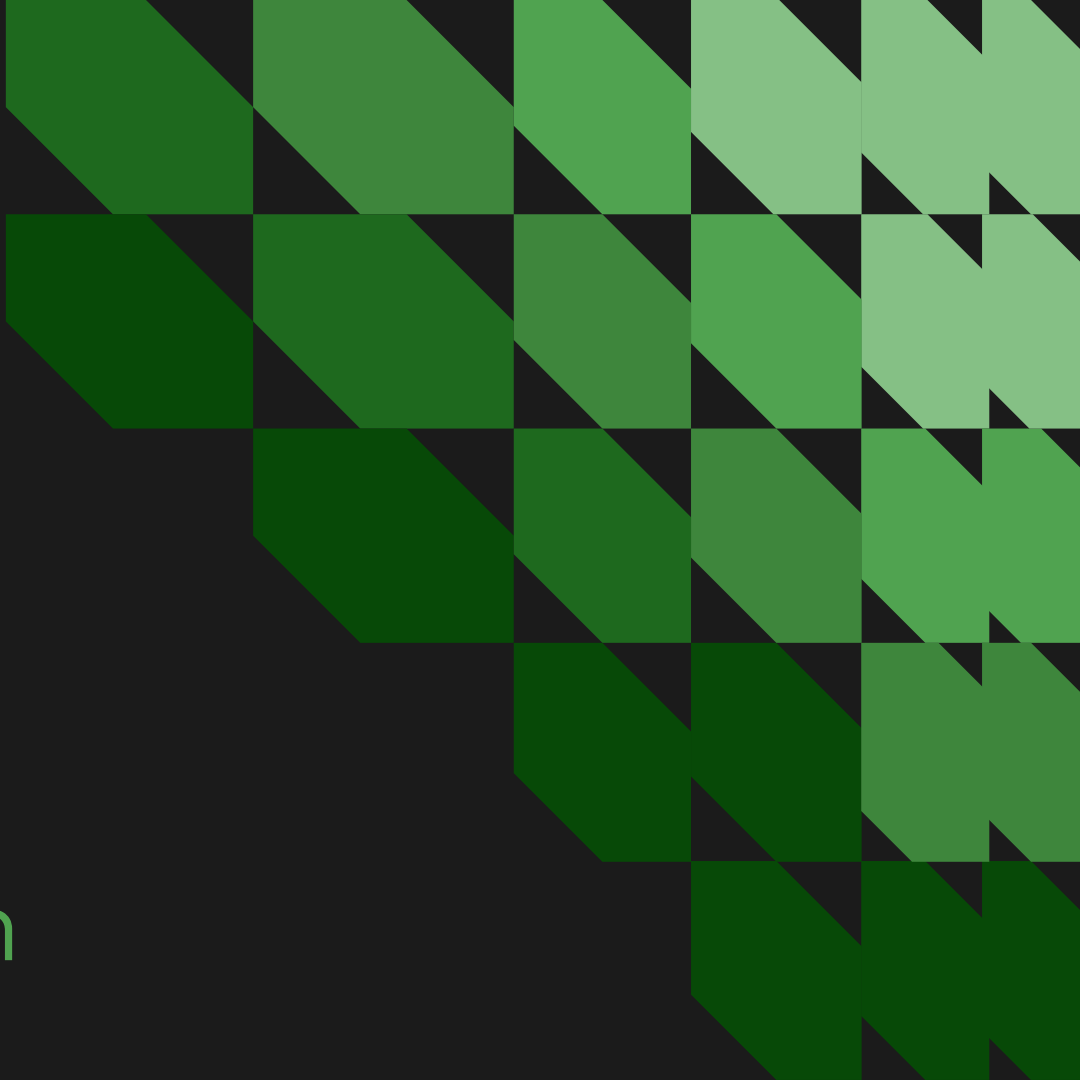
Naviance and Your College Applications



1

Accessing Naviance

Getting Logged In



Start at the WLHS Website

[DISTRICT HOME »](#)

[OUR SCHOOLS »](#)

[TRANSLATE »](#)

[STAFF SIGN IN »](#)



West Linn High School

[West Linn High Calendar](#)

[Quick Links](#)

[About Us](#)

[Academics](#)

[Athletics](#)

[Arts](#)

[Counseling](#)

[College & Career](#)

[For Students](#)

[For Parents/Guardians](#)

[Staff](#)

[Alumni](#)

[Library](#)

[Safety/Security](#)

[College & Career](#)

[Senior Information](#)

[Counseling Home Page](#)

[Naviance Student Login](#)



Bias
Incident

Choose "student" and login



Welcome to Naviance Student.



Please choose your user type.

This allows Naviance to help you log in the way your school and district prefers.



Student



Parent or
Guardian



Alumni

[I'm new and need to register!](#)

Welcome Student!



Login to Naviance

CONTINUE WITH SINGLE SIGN ON

CONTINUE WITH **Clever**

You're in!

 **Naviance** [Home](#) [Self-Discovery](#) [Courses](#) [Careers](#) [Colleges](#) [Planner](#) [Planner 2.0](#) [About me](#)     **DJ** [EN](#) 

Demo's Future Planning

[Select Path](#)

Your next task

Required | No due date

Take the AchieveWorks Intelligences Assessment

☐ Not started

Review details



Your other tasks

0%

0 of 1 tasks completed

Access your complete task list from My tasks in the Planner

Go to my tasks

Welcome to Naviance

Welcome to West Linn High School's Naviance Student. This program can aid in the college search and scholarship process. Please feel free to navigate through the program and utilize the countless resources that it provides. Access is available to all students and parents. We look forward to guiding you in this process.

WLHS Counselors

[Additional Information from Your School](#)

Career Essentials

Important Skills

Top Knowledge Sets

Tasks from My School

Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do.

2

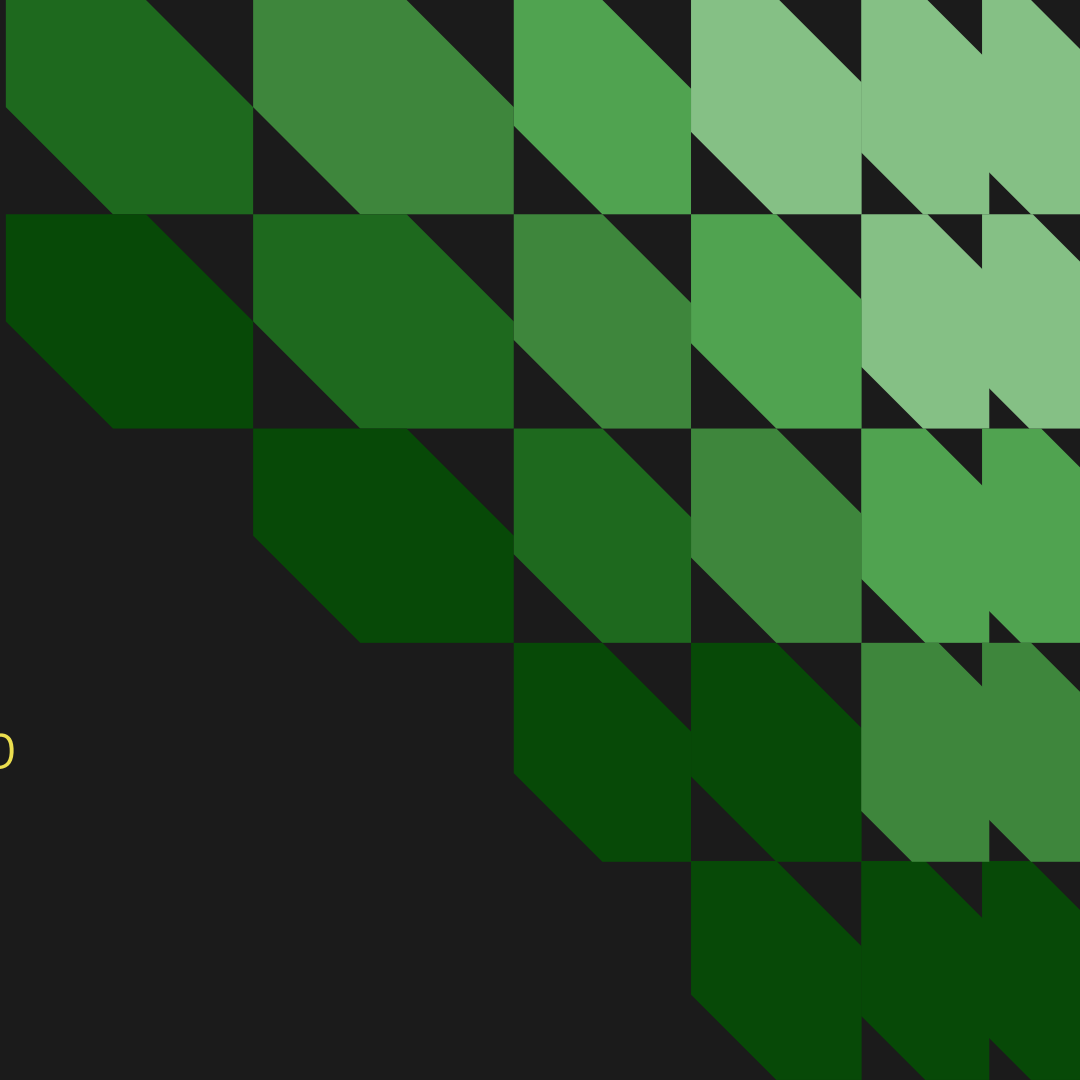
Add Your Colleges

There are two ways:

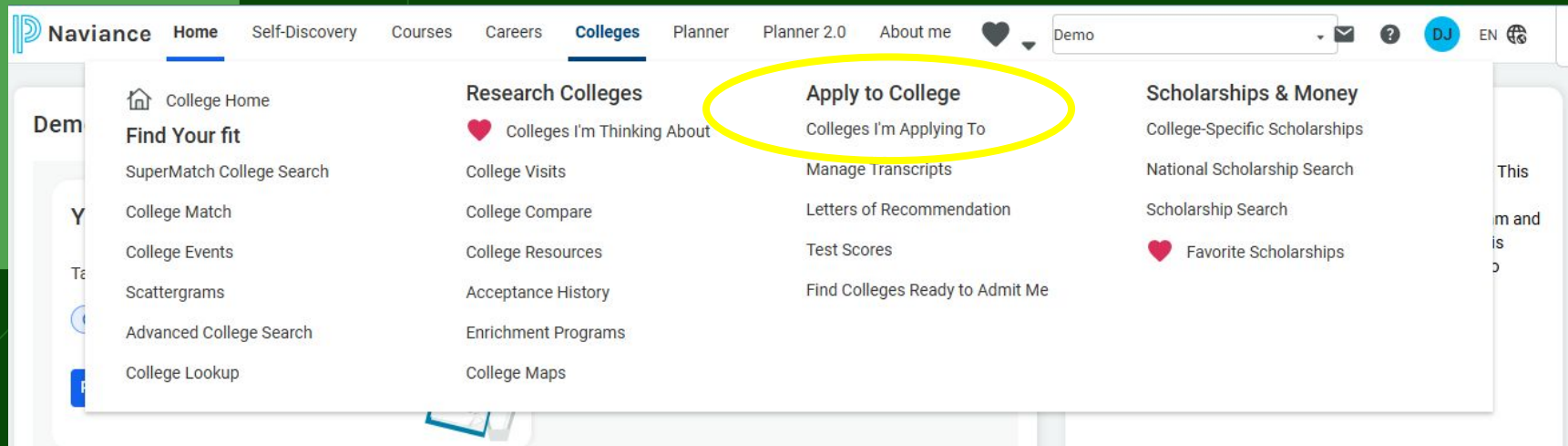
Match to your Common App

and/or

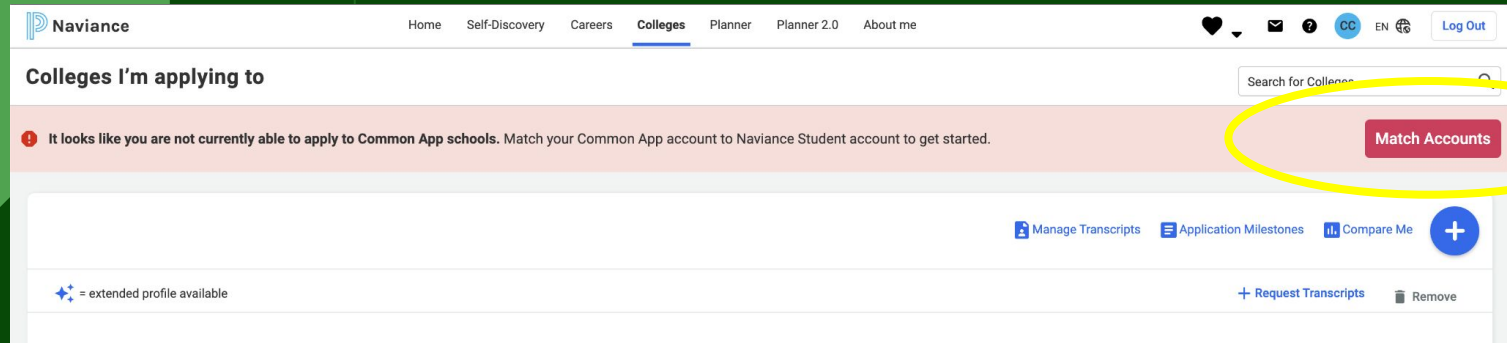
Manually add your schools



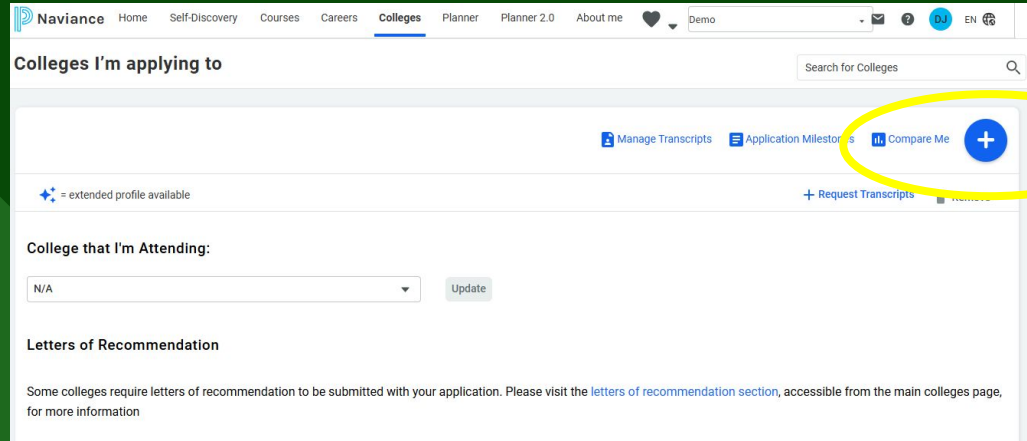
From the tabs across the top of the tool,
choose Colleges ->
Apply to College ->
Colleges I'm Applying To



If you are using Common App (CA), then you need to match your CA to Naviance



If you are applying directly to a college and/or using the UC/Cal State portals, then you need to manually add your schools to Naviance.



Search for the college name.
Pay attention to details! Some schools
have numerous entries.

The screenshot shows the Naviance 'Colleges' section. At the top, there's a navigation bar with links: Home, Self-Discovery, Courses, Careers, **Colleges**, and Planner. Below this, there's a 'Cancel' button with an 'X' icon. The form is divided into two steps: **STEP 1** (Add Application) and **STEP 2** (Request Transcript). The 'Add Application' step is active. A yellow circle highlights the dropdown menu labeled 'Which college are you applying to?'. Below this dropdown, a message states: 'Colleges already in your application list would be unavailable for selection.' There is also a section for 'App Type' with a dropdown menu currently set to 'Regular Decision'. At the bottom, there's a checkbox labeled 'I'll submit my application' and a question: 'Are you planning to submit your SAT or ACT scores to be considered during the admission review process?' with an information icon.

Add the college and request Initial Transcripts.

Which college are you applying to?

Yale University, New Haven, CT 

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

App Type

Restrictive Early Action - Fall 2027 term - Deadline Nov 1 

I'll submit my application

Direct to the institution 

Are you planning to submit your SAT or ACT scores to be considered during the admission review process? 

Choose an option 

☒ I've submitted my application

[Add Application](#) [ADD AND REQUEST TRANSCRIPT](#)

What type of transcript are you requesting?

☒ Initial

☐ Mid year

☐ Final

What additional materials, if any, do you want included?

☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference 

3

Requesting Transcripts



If you need to add more transcript requests, choose Manage Transcripts

The screenshot shows the Naviance website interface. The top navigation bar includes the Naviance logo and links for Home, Self-Discovery, Courses, Careers, Colleges (which is underlined), Planner, Planner 2.0, and About me. There is also a heart icon, a search bar containing the word "Demo", and a user profile icon labeled "DJ".

Below the navigation bar, the "Colleges" section is expanded, showing three main categories:

- Find Your fit**: Includes links for SuperMatch College Search, College Match, College Events, Scattergrams, Advanced College Search, and College Lookup.
- Research Colleges**: Includes links for Colleges I'm Thinking About (with a heart icon), College Visits, College Compare, College Resources, Acceptance History, Enrichment Programs, and College Maps.
- Apply to College**: Includes links for Colleges I'm Applying To, **Manage Transcripts** (which is circled in yellow), Letters of Recommendation, Test Scores, and Find Colleges Ready to Admit Me.

To the right of the "Apply to College" section is the **Scholarships & Money** section, which includes links for College-Specific Scholarships, National Scholarship Search, Scholarship Search, and Favorite Scholarships (with a heart icon).

Add the Transcript Request

Naviance Home Self-Discovery Courses Careers Colleges Planner Planner 2.0 About me Demo EN

Manage Transcripts

Search for colleges

[College Applications](#)

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your [colleges applications](#) up to date so that you can request the right transcript at the right time.

No Transcript Requests Found

Choose “Initial” transcript and submit!

 Cancel

Request College Application Transcript

 Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

☒ Initial

☐ Mid year

☐ Final

What additional materials, if any, do you want included?

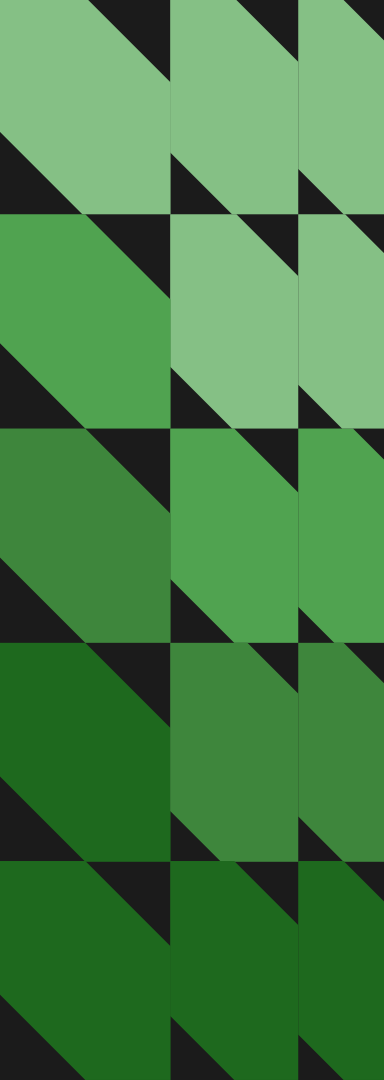
☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

4

Requesting Letters of Recommendation

From Teachers, Counselors and Outside References



Letter of Recommendation Process

Before you get started,
please make sure that you
have [referenced this
checklist.](#)

Letter of Recommendation Process

The Checklist!





How to Request a Letter of Recommendation for College Applications

A letter of recommendation can be a valuable addition to your college application, but it is important to give your recommender all of the tools they need to write you an amazing letter.

- ☐ **Be sure! Confirm your schools accept LORs**
- ☐ **Be considerate**
 - It takes a lot of work and time to write a letter or recommendation. Make sure that you need one before you ask, not all colleges need and/or accept them
- ☐ **First ask is in person or by email**
 - Approach the teacher in person or by email for the initial ask
- ☐ **Student Information Form**
 - Provide the recommender with your information immediately via email. The more information you provide, the better.
- ☐ **Request in Naviance**
 - Log in to Naviance and make the official request.
- ☐ **TWO WEEKS**
 - Give your recommender **AT LEAST** two weeks to write the letter after your Naviance request
- ☐ **Recognition required**
 - Write a thank you note to your recommender once they have completed their letter. If you need a blank thank you note, see the College and Career Center!

Letter of Recommendation Process

Once you have spoken to your recommender, you need to put the request in Naviance.

Manage recommendation requests

[Request recommendation](#)

Recommendation for [↑](#)

Summary

Type

Application deadline

Requested date

Recommender

Status

No recommendation requests yet.
Click **Request recommendation** to get started.

Letter of Recommendation Process

Add the teacher and schools where you want request sent.

Request letter of recommendation

Letter type required

Select a type

Teacher

Request recommendation letters from teachers at your school who are familiar with your academic performance.

Counselor

Request a recommendation letter from your counselor to be shared with any colleges on your list requiring a counselor recommendation.

Outside recommender

Request letters from teachers, mentors, or others from outside your school that you've worked with who can speak to your skills and character.

Cancel Submit

Request letter of recommendation

Letter type required

Counselor

Recommender name required

Marlo Marin

Additional details

B U *I* **A** Size

Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight.

Cancel Submit

You have
resources!

Mrs. Jordan and
your Counselors
can help, just ask!

