

FALL 2026 COLLEGE WORKSHOP

WLHS College and Career Center

GOALS FOR TODAY:

- Successfully login to Naviance
- Either match to CA or manually enter schools into Naviance
- Request transcripts
- Understand Letters of Recommendation
- Understand the whole application cycle

Naviance and Your College Applications



WHY NAVIANCE?

01.

This is the only way that I can see your deadlines

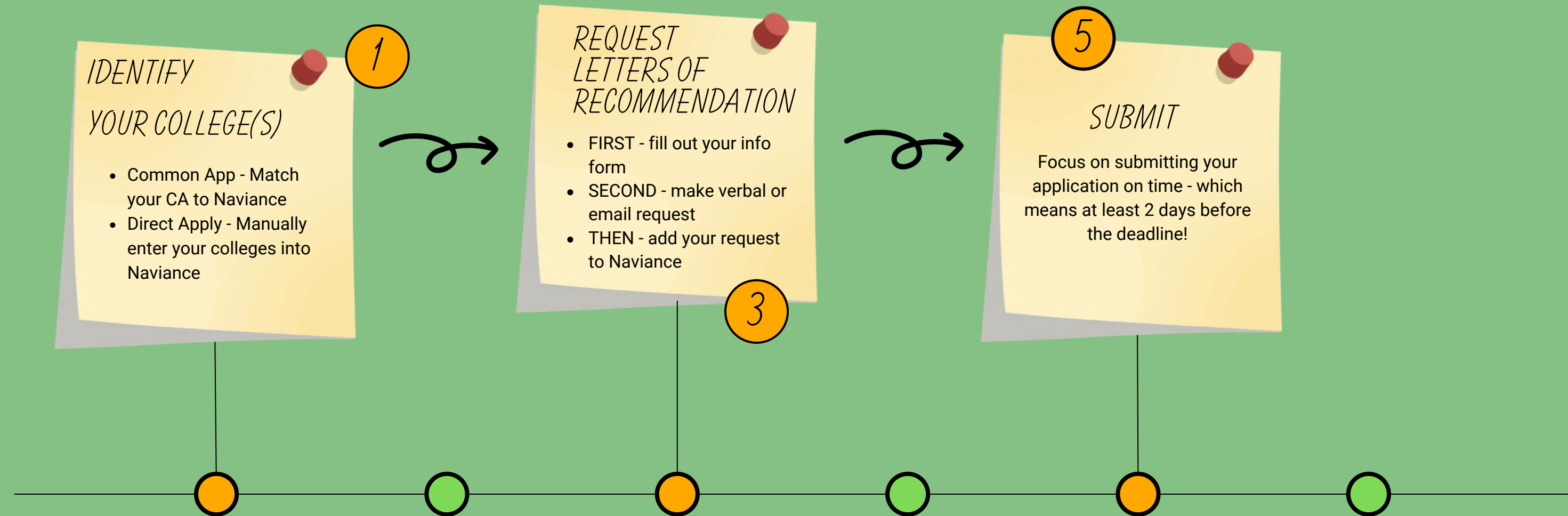
02.

This is the only way I can send your transcripts

03.

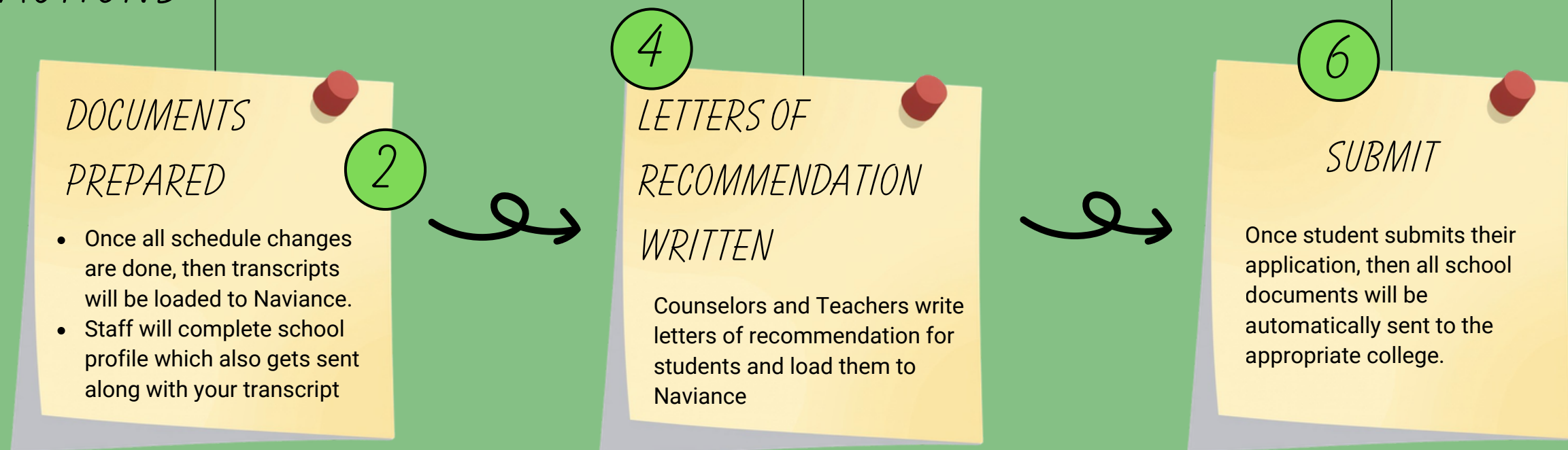
This is the only way teachers can load letters of rec

STUDENT ACTIONS



WLHS STAFF ACTIONS

The only way for WLHS to submit your required documents is for YOU to keep Naviance updated!



PLEASE TAKE
OUT YOUR
COMPUTER AND
WE WILL GET
STARTED
TOGETHER

1

Accessing Naviance

Getting Logged In



Start at the WLHS Website

[DISTRICT HOME »](#)[OUR SCHOOLS »](#)[TRANSLATE »](#)[STAFF SIGN IN »](#)

Search...

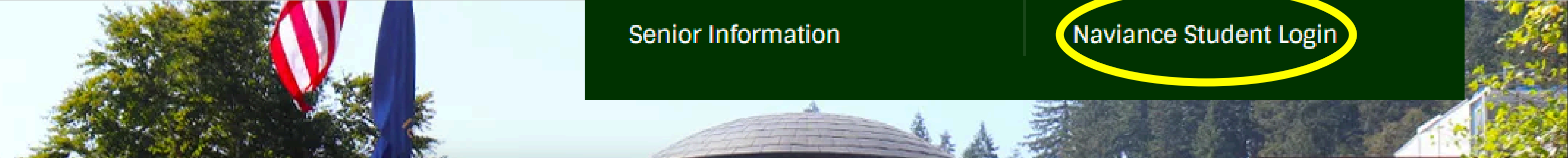


West Linn High School

West Linn High CalendarQuick LinksAbout UsAcademicsAthleticsArtsCounselingCollege & CareerFor StudentsFor Parents/GuardiansStaffAlumniLibrarySafety/Security

College & CareerSenior Information

Counseling Home PageNaviance 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](#)  

Demo    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

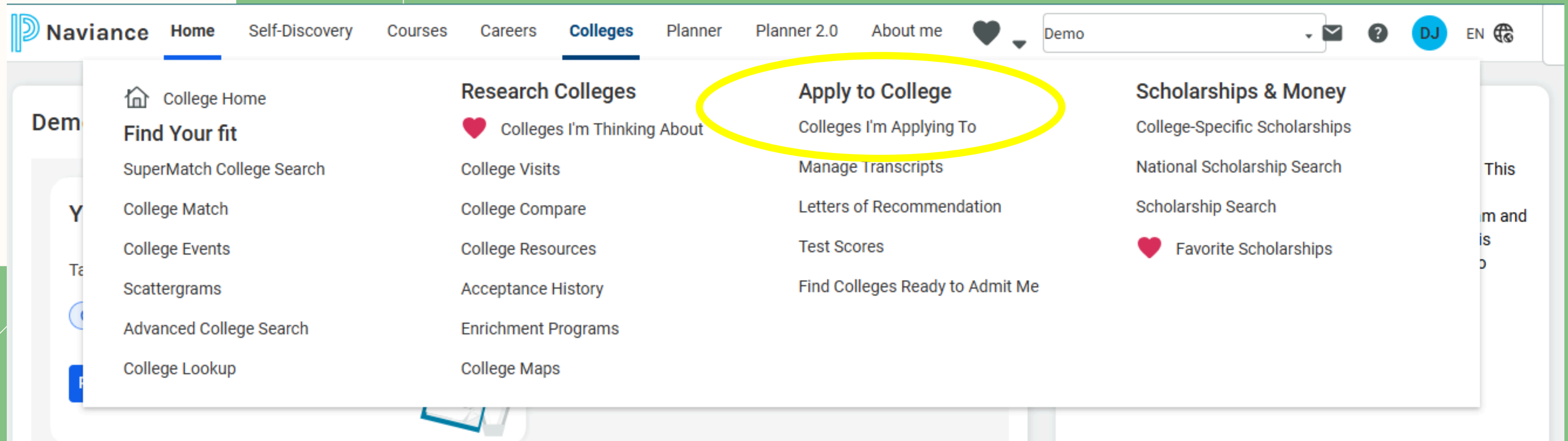
There are two ways:

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

Naviance

Home Self-Discovery Careers **Colleges** Planner Planner 2.0 About me

Colleges I'm applying to

Search for Colleges

! It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

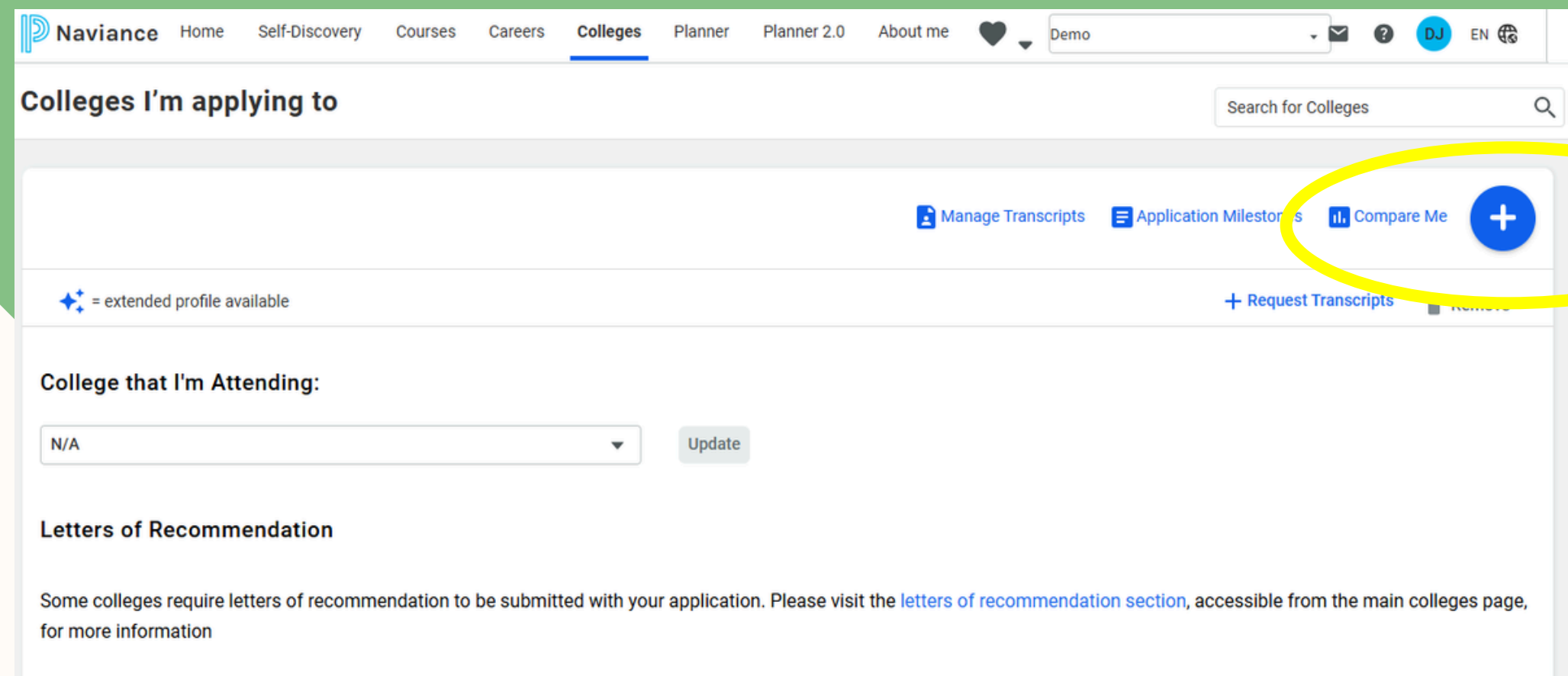
Match Accounts

Manage Transcripts Application Milestones Compare Me +

+ Request Transcripts Remove

✦ = extended profile available

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.



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

Colleges I'm applying to Search for Colleges

Manage Transcripts Application Milestones **Compare Me** +

+ = extended profile available + Request Transcripts Remove

College that I'm Attending:

N/A Update

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

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

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

Naviance Home Self-Discovery Courses Careers **Colleges** Planner

[Cancel](#)

STEP 1 STEP 2

Add Application Request Transcript

Which college are you applying to?

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

App Type

Regular Decision

I'll submit my application

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

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 

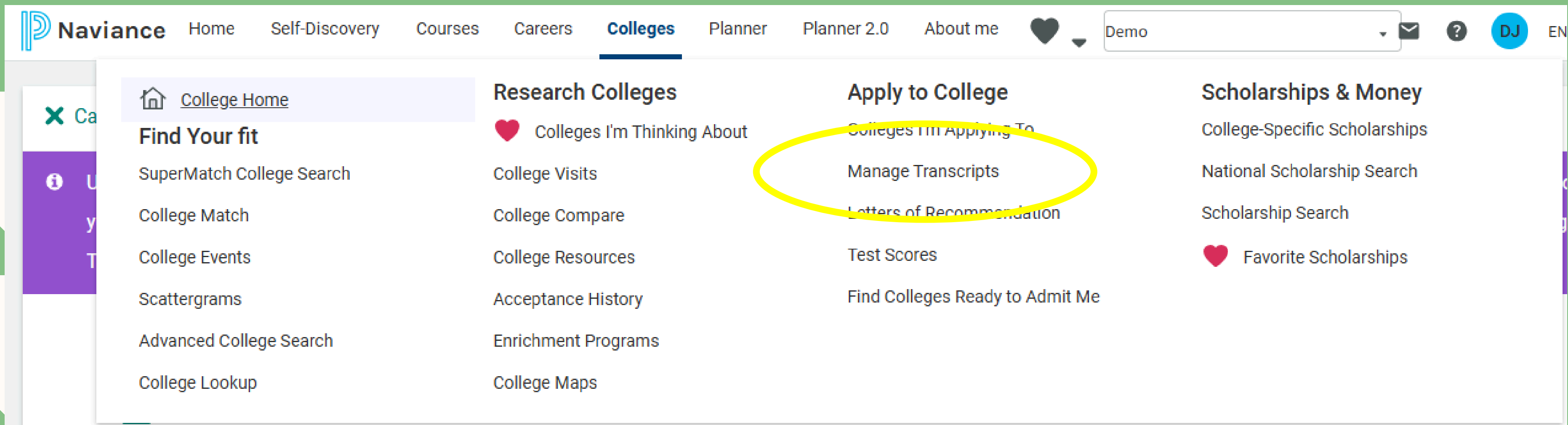
[Save & Finish](#)

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 links for Home, Self-Discovery, Courses, Careers, **Colleges**, Planner, Planner 2.0, and About me. A user profile icon with the initials 'DJ' is visible on the right. Below the navigation bar, a dropdown menu is open for the 'Colleges' section. The menu is organized into four columns:

- College Home**
 - Find Your fit
 - SuperMatch College Search
 - College Match
 - College Events
 - Scattergrams
 - Advanced College Search
 - College Lookup
- Research Colleges**
 - Colleges I'm Thinking About
 - College Visits
 - College Compare
 - College Resources
 - Acceptance History
 - Enrichment Programs
 - College Maps
- Apply to College**
 - Colleges I'm Applying To
 - Manage Transcripts** (highlighted with a yellow circle)
 - Letters of Recommendation
 - Test Scores
 - Find Colleges Ready to Admit Me
- Scholarships & Money**
 - College-Specific Scholarships
 - National Scholarship Search
 - Scholarship Search
 - Favorite Scholarships

Add the Transcript Request

 Naviance

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

   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

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.



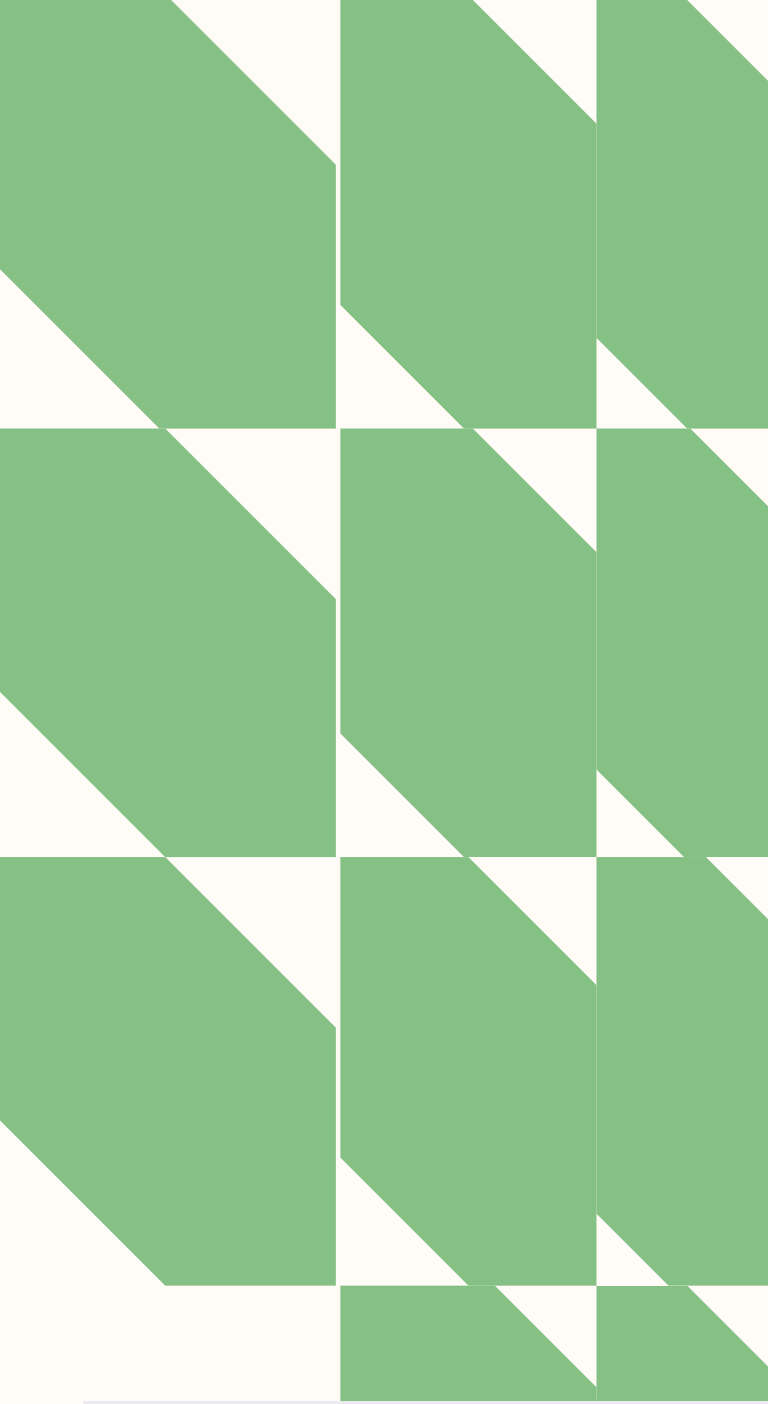
TWO WEEKS

- 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.

Request letter of recommendation

Letter type **required**

Teacher

Recommender name **required**

Select a teacher

Request type **required**

☒ Specific

The teacher can only send the letter to the colleges you select. You can choose all colleges on your list or select individual ones. Recommended for better tracking and control.

Search by college name

☐ College

Recommendation letters

Due date

☐ College of Charleston

Please select a recommender first.

Jan 15, 2026

Cancel

Submit

COUNSELOR LETTER OF RECOMMENDATION

Counselors cannot get
started without your
information sheet



Student Information Form

Please complete this form as thoroughly as possible, this is the information we will use to write your letters of recommendation. The more information the more personal the letter will be. Thank you!

* Indicates required question

Email *

You have
resources!

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



LET'S TALK ABOUT DEADLINES

Please make sure you submit
BEFORE your deadlines! Do not
wait for any school staff (like
letters of recommendation).

NOVEMBER 1

Early Action for many schools -
this day is a SUNDAY

JANUARY 1

Regular Decision for many schools -
this falls during WINTER BREAK

FEBRUARY 1

Another Regular Decision day -
this is a grading day, and there
is NO SCHOOL for you

Wrong University

You have listed the wrong version of a University in Naviance

Didn't Request Transcripts

FERPA

You must sign the FERPA waiver in Common App

Common Mistakes

Brag Sheet

IF YOU NEED A COUNSELOR RECOMMENDATION, you must fill out the Student Info Form

Using School Email

Used AI or a Parent to write



WHAT'S NEXT?

*ONCE YOU HAVE APPLIED, YOU WILL START TO RECEIVE
NUMEROUS MESSAGES FROM ALL OF YOUR SCHOOLS*

STAY ORGANIZED!!

THINGS TO PAY ATTENTION TO

Your application is an
ongoing process!

01

Create a login for
each school on their
portal

02

Respond to requests
for additional
information

03

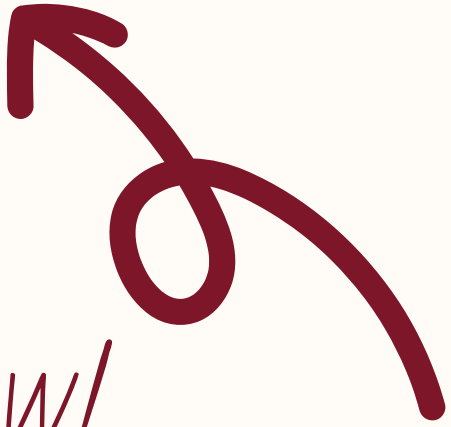
Meet new deadlines
for housing, decisions
and financial aid

FINANCIAL AID



*ALMOST EVERYONE WILL NEED TO
FILL OUT THE FAFSA*

OPEN NOW!

A hand-drawn, dark red arrow starts from the bottom right and points towards the FAFSA form logo.

UPCOMING OPPORTUNITIES FOR THE SENIOR CLASS

- WORKSHOPS IN THE
LIBRARY 10/6 AND 10/14
- OSAC FINANCIAL AID
OVERVIEW 12/9

WHAT ELSE...?

Senior year can feel like a busy time - have you taken care of these things?

01

Cap and Gown

02

Yearbook/Senior Photo

03

Diploma Name

YEARBOOK!

You have three tasks to check off your list before
OCTOBER 31:

1. SUBMIT YOUR SENIOR PHOTO (free)
2. RESERVE A SENIOR DEDICATION AD
3. PREORDER YOUR YEARBOOK (\$10 off now!)



THANK YOU!