

Naviance/Family Connection

How To for Students: College Section

How to add colleges that you are thinking about:

Click on the "Colleges" Tab

Click on "Colleges I am Thinking About"

Click on "Add colleges to this list"

Click on "Lookup"

Type in the name of the college you are interested in, then click on "go."

Click on the school name listed under "College Picker"

Repeat until all colleges are listed

Click on "Add Colleges"

If you decide that you are applying to your college:

Check box next to name of college(s) and click on "Move to Application List"

How to add colleges to which I am applying:

If you did not use "Move to application List"

Click on the "Colleges" Tab

Click on "Colleges I am Applying to"

If you applied via common app you MUST match your common app to Naviance. This requires you to follow the steps listed on this screen.

If you are not using common app **Click on, "not needed."**

Click on "Add to this list"

Click on "Lookup"

Type in the name of the college you are interested in, then click on "go."

Click on the school name listed under "College Picker"

Repeat until all colleges are listed

Click on "Add Colleges"

Make sure you also choose Type of Decision: Regular, Rolling, Early Action, etc.

Check the box if you "have submitted your application."

Also if you need to order transcripts check the box for "request transcript"

Do not forget to indicate if you need a mid-year transcript or final senior transcript. **(you always need to check the box to send final senior transcript)** only to the school in which you choose to attend.

Letters of Recommendation:

From the "Colleges I am Applying to" Page

Click on the hyper link "Letters of recommendation section"

This will open a new window that will allow you to request a letter of recommendation from a teacher.

1. Use the drop down menu to request a teacher.
2. Select which college this request is for:
3. Always include a personal note to your recommender about your great qualities and anything specific about your request.

Click on the "Submit Request" tab

Repeat steps until all request are completed.

Please check with some of your teachers as well. They have procedures that they have put in place to help them.

College that I am Attending:

THIS IS A VERY IMPORTANT STEP

Once you decide where you are going to attend you need to go to:

"colleges" Tab

Select "College I am Applying to"

Click on the drop down box under Colleges that I am attending.

Select the college

Click on update.