

Naviance Student How To:

Log in: student.naviance.com/conroe

Email : 123456 (Student ID #)

PW: stu123456 (student Id #)

If you cannot log in: email Mrs. Scheier
sscheier@conroeisd.net

Letter of Recommendation Request:

1. Click on Colleges home tab.
2. Click on Letters of Recommendation.
3. Click on Add request.
4. Select Teacher
5. Select which college this is for.
6. In the comment box, write about yourself. Tell the teacher a story or an aspect of your life that will help your Letter of Recommendation.
7. Click on Submit Request.

Request Transcripts:

1. Click on **Colleges**
2. Click on **Apply to College**
3. Click on **Manage Transcripts**
4. Click on 
5. Click on **College Application Transcript**
6. Check if **Initial or Final**
7. Click on drop down arrow to select one or more schools in which you have applied. (this opens a new window)
8. Select **done**
9. Select **Request and Finish**

Scholarships (Local)

1. Click on **Colleges** at upper right of home page.
2. Click on **Scholarships and Money** link.
3. Click on **Scholarship List**
4. After the first time you click this link, you can check the box to only show you new scholarships since your last visit.

Adding a college to:

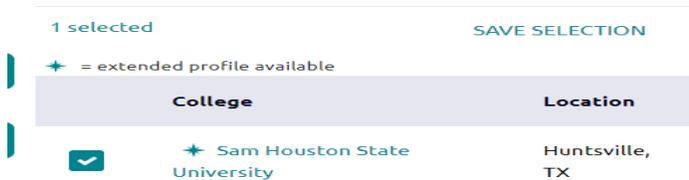
Colleges I Am Thinking About (2 ways to accomplish)

Method 1

1. On the main page at the top, type into the search bar the name of the college and click on search



2. Check the box next to the college of your choice and click on "save selection"



3. If you are done selecting colleges, click on **Finished Searching**
4. A new page will pop-up and you will need to click on the **heart: Colleges I am thinking about**.
5. It will go to the **colleges I am thinking about** page and list all colleges selected.

Method 2

1. Go directly to the **colleges I am thinking about** link and click it.
2. Once the link opens click on the **Add Colleges to List**

 **Add Colleges to List**

3. Type in the name of the college in the search and follow steps 2 and 3 in the directions listed above.

How to Move Your Colleges from **Thinking About** to **Applying To**

1. Check the boxes next to the University you want to move.
2. Click on the link **Move to Application List**.
3. A new screen will open up. For each university select: regular decision, early action, early decision (know what each means)
4. Check the box **IF** you have already sent the application.
5. Select **Add Application** or **Add Application and Request Transcript**.
6. Another screen will open and you will need to select **Initial or Final** for transcript
7. Click on **Request and Finish Button**

How to Find Your GPA and Rank:

1. Click on **About Me** link.
2. Click on **About Me home**.
3. Click on **Account**, scroll down to bottom of page.