


Naviance Student

To Login

- Find the link from your high school's webpage. (usually on counseling page)
- In the username/e-mail field enter your student number
- Your password is your 8-digit date of birth (mmddyyy) with no spaces. ex: January 31, 2000 = 01312000


Add/Update E-mail Address

- Click About Me
- Click My Account
- To add or update e-mail, click on  EDIT
- Enter e-mail address and click SAVE

Interest/Career Assessments

- Click About Me
- Click My Assessments
- Complete any of the assessment and explore the results


Creating a Resume

- Click About Me
- Click My Stuff
- Click Resume
- Click  to add information for any category

Searching for Colleges

- Click Colleges
- Click Find Your Fit
- Click SuperMatch™
- Use the filters (ex. Location, Academics, etc, at the top to filter colleges that you may be interested in

Adding Colleges to your Interest List

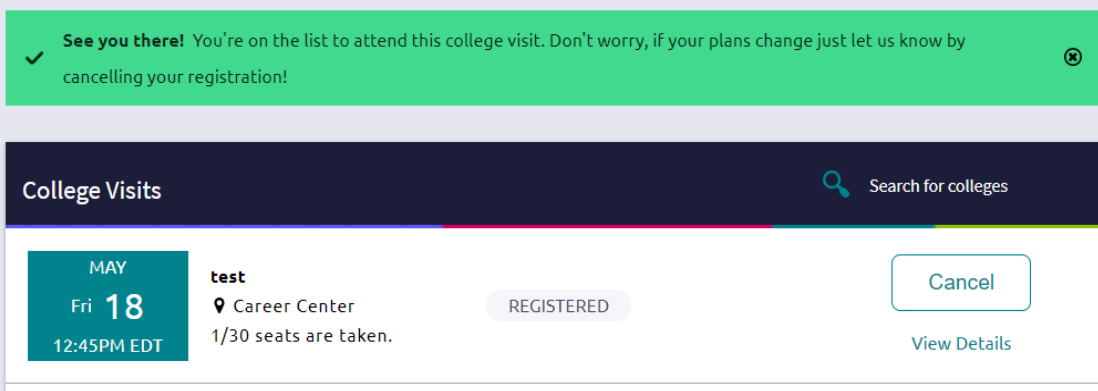
- Click Colleges
- Click Colleges I'm thinking about
- Click Add colleges to List
- Click next to the college you are interested in and click 

Looking for Scholarships

- Click Colleges
- Click Scholarships and Money
- Click Scholarship List
- Sort by date
- Click and apply to any scholarships that you are eligible for
 - You will have to download the application in the description or go to the listed website for the application
- Narrowing down the list once you have gone through all the scholarships:
 - Click the box next to "Only show new since my last visit"

Signing Up for a College Visit

- Click Colleges
- Click Research Colleges
- Click College Visits
- Click Register Now
- A confirmation box will pop-up indicating that you have registered. PRINT THIS SCREEN, it will serve as your pass.



The screenshot shows a green confirmation message at the top: "See you there! You're on the list to attend this college visit. Don't worry, if your plans change just let us know by cancelling your registration!". Below this is a dark blue header for "College Visits" with a search bar. The main content area shows details for a visit: "MAY Fri 18 12:45PM EDT" at "test Career Center" with "1/30 seats are taken." and a "REGISTERED" status. There are "Cancel" and "View Details" buttons.



For Seniors Only

Requesting a Teacher Recommendation



- Click Colleges and then COLLEGES home
- Click Letters of Recommendation
- Click Add request
- Select a teacher from the dropdown menu
- Select “All current and future colleges I add....”
- Add a note and click Submit Request
- *If you want your counselor to write you a letter, please see them personally*

Requesting a Transcript

•If the college is already in your COLLEGES I’m applying to list


- Click Colleges and then COLLEGES Home
- Click Manage Transcripts
- Click 
- For college requests, select College Application Transcript
- Select Initial for type of transcript
- Click on the line to type in the college name of where the transcripts should be sent
- Click DONE
- Click 

•If colleges are NOT in your COLLEGES I’m applying to list

- Click Colleges and then COLLEGES I’m applying to
- Click 
- Start typing the college in the box “Which college are you applying to?” and select the college
- Select App type from the drop-down menu
- Select whether you used Common App or applied directly to the institution
- Click  if you have submitted your application and want to request your transcript

ALLOW AT LEAST TWO WEEKS TO PROCESS A TRANSCRIPT REQUEST!!

Matching Common Application and Naviance Student Accounts

- Common Application:
 - Add at least one school to the “My Colleges” list
 - Complete the FERPA release authorization on the Common Application
- Naviance:
 - Click Colleges and then COLLEGES I’m applying to
 - Click 
 - Type in the email address that you used to register for the Common App
 - Click 