

# NAVIANCE QUICK GUIDE 2022-2023

## Logging In

1. Log in to your eClass
2. Go to “Additional Resources”
3. Select “Naviance”

## Common App Account and Naviance Matching

The Common Application is a single online college application form used by over 900 colleges and universities. Instead of filling out the same general information – like your address, GPA, and extracurriculars – a dozen times, you only must do it once.

Go to [www.commonapp.org](http://www.commonapp.org) to create an account

- You will need to follow instructions on the Common App website to add the colleges you are applying to and then fill out the application
- To link your Common App to your Naviance account, you will need to fill out your high school information (select Peachtree Ridge HS), add at least one college you’re applying to under the “My Colleges” section and check “Yes, I waive my rights” on the Recommenders and FERPA waiver section of the Common App. If you do not check “Yes, I waive my rights” under Recommender and FERPA section, counselors and teachers cannot write a letter of recommendation for you.
- Once the Common App section is completed, you then must return to your Naviance account and click *Match accounts* under “Colleges I’m Applying To” page and follow the instructions.
- If all the information is correct, it will match successfully.

## Requesting Letters of Recommendation IF NEEDED

**\*Counselor Letter of Rec Form** *is required if asking for letters of recommendations from Teachers and Counselors*

First, complete the Counselor Letter of Rec form found in Naviance to share information about yourself with counselors and teachers (About Me->Surveys->Surveys From Your School-> *Counselor Letter of Rec (Brag Sheet)*).

- We recommend saving answers every 30 minutes as Naviance may automatically log you out if you are idle for 30 minutes and you will lose all your information if you did not save it. The best way to work on your answers is to write them on a Word document and then cut and paste the answers into the Naviance Counselor Letter of Rec survey.
- When ending your session, always hit “Save and Come Back”. Do not ever hit “Save and Finish” as that will lock you out of editing your answers later. Counselors and teachers will be able to read your responses when hit “Save and Come Back.”
- Finish all your Counselor Letter of Rec (Brag sheet) answers before you request letters of recommendation.

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Have a conversation with teachers you would like to request a recommendation from to make sure they are comfortable with the request

Request recommendations through Naviance:

- Access your Naviance account through eClass under Additional Resources
- Click on “Colleges” then “Letters of Recommendation”
- Click “Add Request”
- Choose your teacher from the drop-down menu, then select Specific Request (only specific colleges that you select)
- Click “Submit Request”

Make sure to request recommendations WELL in advance of the deadline - **10 school days** should be the minimum

If you are requesting a recommendation from someone who is not a PRHS teacher, you will need to request it through the application platform you are using since they will not have access to Naviance. For Common Application colleges, they may need to send the letter directly to the admissions office.

You do not need to specifically request Counselor Recommendations. Once you submit transcript requests, your counselor will look to see which of your colleges require counselor recommendations.

### **Adding Colleges and Requesting Transcripts on Naviance**

Once logged in, click on the “Colleges I’m Applying To” box in the middle of the page under the “My Favorites” section. You can also access this link under the “Colleges” tab on the top right side of the page

- Once in the “Colleges I’m Applying To” page, click on the **Red Plus (+)** button on the middle right-hand side.
- For “*What College Are You Applying To*” search for the college you’re applying on the search bar by typing it in.
- For “*App Type*” use Regular Decision
  - Only use Early Action or Early Decision if you have consulted with your counselor
- For “*I’ll Submit My Application*” use either *Direct to the Institution* or *Via Common App*
  - If you are applying to colleges using the Common App, you will need to match your Common App account to your Naviance account. Instructions are in the next section
- Only check the “I’ve Submitted My Application” box if you already submitted the application
- Finish by clicking on the “*Add and Request Transcript*” box
  - On the next page for the “What Type of Transcript are You Requesting” click on the *Initial* box
  - Click the *Request and Finish* icon to complete the process
- You must do this for every college you’re applying to.

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## **Requesting a Transcript**

1. Click on the 'Colleges' Link (Top of Screen)
2. Select 'Colleges I'm Applying to'
3. Click Manage Transcripts' right above your list of colleges
4. Scroll down and click the pink plus sign '+' select "college application transcript"
5. Check the box next to which transcript you're requesting:  
Initial or Final.
6. Click on the drop down under "where are you sending the transcripts?" select the school.
7. Scroll down and click 'DONE'

**PLEASE NOTE that SAT/ACT scores are NOT listed on PRHS transcripts.**

### **DO NOT FORGET!!!!!!**

- Requesting a transcript will start the process for the counselors to send school documentation, including school profile, school reports and counselor recommendations (if required by the college).
- Be sure to give the counseling office at least 10 days to process your transcript request.
- We cannot send transcripts to Common App schools unless you have signed the FERPA agreement on Common App and have matched your Naviance and Common App accounts.
- See your counselor if you have any questions about Naviance or the application process.

## **Sending OFFICIAL or FULL SCORE reports SAT/ACT**

Use PRHS School Code: 112866 when registering to send free score reports!

1. Must send SAT scores from <https://www.collegeboard.org/>
2. Must send ACT scores from <https://www.act.org/>

## **Scholarship Search**

1. Click on 'Colleges' link top of page.
2. For LOCAL scholarships, click on 'Scholarship List' THEN click on Local
3. For National scholarships click on 'National Scholarship Search'

**Reminder: FAFSA OPENS OCT. 1<sup>st</sup>**