

# Senior Naviance Instructions:

You should access Naviance directly through your NC EdCloud account, no need for a username or password 😊.

There are multiple ways to complete the below items. The steps we have listed are the most direct route. Keep in mind that you may also check the status of your document requests in your Naviance account on the page corresponding to the item (letters of recommendation, transcripts, etc.). Please see your counselor with any questions, remember that counselors are available in the cafeteria during all lunches.

- **College Applications:** All schools to which you are applying must be entered into Naviance or we will not be able to send paperwork on your behalf. Once you enter colleges/universities, you can go directly to that school's profile page, which contains additional beneficial information, by clicking on their name. You can then select to go to their website, click on the link to apply, etc. To enter colleges you need to do the following for each school:
  - Click on the "colleges" tab at the top of your Naviance screen
  - Click on the "home" link
  - Go to the "apply to colleges" sections
  - Click on "colleges I'm applying to"
  - Click on the pink "plus" sign at the top right-hand corner
  - Begin typing the name of the college/university in the "which college are you applying to" box, once the school appears, select that school
  - Select the application deadline for which you are applying from the "app type" drop-down list
  - If it is a Common App school, you will then have to indicate how you plan on applying in the "I'll submit my application" section
  - Click "add" to add school to your list
- **Common Application Schools:** If you are applying to Common Application schools, you must "match" your Naviance account with Common App or documents will not be received by the college/university. This can be done prior to submitting your application. Note: Once you "match" your Common App and Naviance accounts, all schools listed in your Common App account will be transferred into Naviance. Then you will only need to enter non-Common App schools into Naviance. To "match" your Common App and Naviance accounts, you will need to:
  - Go to the Common App website, find our high school
  - Add colleges to your list in Common App
  - Sign FERPA waiver on Common App. Since letters of recommendation are confidential, if you are requesting a counselor letter of recommendation, you need to waive your right to view your documents
  - Then you need to click "match accounts" at the top of your "colleges I'm applying to" page in Naviance (bright pink box) and enter the email address you used for your Common App. There are also links provided on this page to go directly to Common App if you have not completed the first 3 steps listed above
- **Letters of Recommendation:** All college letters of recommendation requests must be entered into Naviance. This includes counselor requests. Please be sure to enter your request at least 20 business days prior to your first deadline. Your resume and brag sheet or senior recommendation packet must also be completed at the time of your request. To enter a request for a letter of recommendation, you need to:
  - Click on the main "colleges" tab at the top of the page
  - Click on the "letters of recommendation" link found within "apply to colleges" box.
  - Click on the "add request" button
  - Select the teacher (or counselor) in the step 1 section
  - Be sure to select "all current and future colleges" for step 2 when entering your counselor
  - Write a note to the teacher/counselor in step 3. Remember that you need to first make contact with the individual prior to entering them into Naviance

- Click “submit” at the bottom
- **Senior Recommendation Survey:** If you are requesting a counselor letter of recommendation, you need to also complete the Senior Recommendation Survey and enter your request at least 20 business days prior to your first application deadline. To locate the senior recommendation packet you need to:
  - Click on the “about me” tab located at the top of the homepage. Then click on “home” and then on “see all surveys” on the left-hand side of the page. You will then be able to click on the “senior recommendation survey”.
- **Transcript Requests:** All transcript requests must be entered into Naviance. Please allow 10 business days to process your request (20 business days if your request includes a letter of recommendation). To request a transcript, you need to:
  - Click on the “colleges” tab at the top of the homepage.
  - Click on the “manage transcripts” link located within the “apply to colleges” box on the left-hand side.
  - Click on the pink “plus” sign
    - You will then have the option of selecting an application transcript or other.
      - You should select “other” if it is for a scholarship, athletics, etc. If it is for NCAA, be sure to also enter your request through your NCAA account.
      - If it is for a college application, select the type of transcript (initial, final, etc.) and then select the college in the “where are you sending” section.
  - Click “done” and then “request and finish”
- **Resume’:** You can create, and print, your resume’ directly through Naviance. To do so you will need to:
  - Click on the “about me” tab at the top of the homepage
  - Click on the blue “resume” link at the top of the page
  - Click on the pink “plus” sign, choose the category you are working on, enter the information and click “add”
  - You may edit and delete information
  - Click the “print/export” resume’ when you finished
- **To complete a college search:** You can search for a list of colleges based upon interest, location, majors, etc. To do so:
  - Click on the “colleges” tab at the top of your homepage
  - Click on the “SuperMatch” link located in the “find your fit” box on the upper left-hand side of the screen
  - Enter the criteria that is of importance to you to generate a personalized list to explore
- **To check your GPA/Rank:**
  - Click on the “about me” tab at the top
  - Click on “home”
  - Click on the “account” link at the top and scroll down to the academic section on the bottom-right
  - Currently, we have approximately 413 students in the 12<sup>th</sup> grade
- If you need a list of your **previously completed coursework and final grades:**
  - Click on “courses” at the top of your homepage
  - Click on “home”
  - Click on “view course records” on the right-hand side
- **To sign-up for a College Visit:**
  - Click on “colleges” at the top of your homepage
  - Click on “home”
  - Scroll to the bottom to view schools coming to CHS and register.
  - Be sure to print your sign-up confirmation page as your pass to leave class.