

Student Instruction Sheet for Naviance

- ✓ Log on to: <https://student.naviance.com/tchs>
- ✓ Enter your user name (your email address) and password.

(If you forgot your password, indicate and you will receive a new password by email within a few minutes. You will then be able to create your own password.)

Once you are successfully logged on, you will see a welcome screen.

- ✓ Click **Colleges**
- ✓ Click **Colleges I am applying to**

Match your Common App

At this point, you may see a large blue shaded box asking you to match your common application. By matching Naviance with the Common Application you are allowing the two systems to interact with each other. **You should only complete this if you are using the Common Application.**

If you are having problems completing the matching step, see your guidance counselor. Some reasons your Common App doesn't match up:

- Errors in birthdate, name or email
- You haven't completed the FERPA waiver and authorization section on the Common App.

***A note about the FERPA form, it is advised that you waive your rights to see your recommendation letters and forms.*

You will only have to complete the Common App matching process one time. **If you are not using a common application, you can by-pass this step by clicking "not needed" in the bottom right corner of the blue box. If you decide later that you will be using a common application, you will have the opportunity to match your Common App.**

Requesting your Transcript

After you have matched the Common App or have clicked "not needed", to add colleges you are applying to and to request transcripts complete the following steps:

- ✓ Click **Add to this list.**
- ✓ Click **Look up.**
- ✓ Select your college.
- ✓ Click **Regular Decision.** From this point you will see a list of deadline options. Pick the option you are using.
- ✓ Click **I have submitted my application.**
- ✓ Click **Request Transcript**
- ✓ Scroll down and select **Add Colleges.**
- ✓ On the next screen, under **How are you applying,** select how you will be submitting your application.
- ✓ Scroll down and select **update applications** to submit.
- ✓ On the next screen, click **request transcripts** (under Colleges I'm Applying To heading)
- ✓ Click **add request.**

Important: After you submit the transcript request on Naviance, follow up with an email or visit to your counselor!

Requesting Teacher Recommendations

After you have added a college to your “Colleges I’m applying to” list, you may request teacher recommendations through Naviance. NOTE: Many of you have already requested this of your teacher in person, by completing this step, teachers will receive a reminder and a link to your request.

- ✓ Click **Colleges** tab.
- ✓ Select **Letters of Recommendation**.
- ✓ Click **Add Request Tab** on the top right
- ✓ Select the teacher
- ✓ Select all current and future colleges I add to my *colleges I’m applying to list*. (Note how many letters are allowed for each college—it varies from college to college.)
- ✓ Include a personal note in the space provided
- ✓ Submit request