

Naviance Steps When Applying to a 4-Year College

Please view each slide through the end of the presentation. When all the steps are completed you will sign up for your Senior Counseling Appointment.

Step 1:

Finalize your college list and load the colleges you are applying to.

- **Do this in the “colleges I’m applying to” section.**

The screenshot shows the top navigation bar of the Naviance website. The logo 'NAVIANCE BY POWERSCHOOL' is on the left. The navigation menu includes 'Home', 'Self-Discovery', 'Careers', 'Colleges', and 'Planner'. The 'Home' button is circled in blue. On the right, there are icons for a heart, 'Demo', a dropdown arrow, a star, an envelope, and a profile icon labeled 'DB About Me'. Below the navigation bar, a welcome message reads 'Welcome, Demo Bloodgood!'. A search bar is present with the placeholder text 'Type a college name' and a 'SEARCH' button. To the left of the search bar is a 'Search for Colleges' dropdown menu.

This block shows a message box with a dark header containing 'English' and a 'Go' button. The main text of the message reads 'No Welcome Message is available at this time.' Below the text is a 'Read more' button.

This block shows the 'My Favorites' section. It contains three items, each with a heart icon and a link:

- COLLEGES
I'm thinking about
- COLLEGES
I'm applying to
- CAREERS AND CLUSTERS
I'm thinking about

Add a college by clicking on the pink circle with a white “+”.

Colleges I'm applying to

 Search for colleges

i It looks like you are not currently able to apply to Common App schools.

Match your Common App account to Naviance Student account to get started.

Match Accounts

 Manage Transcripts

 Application Milestones

 Compare Me



* = extended profile available

 REQUEST TRANSCRIPTS  REMOVE

College

Type

Deadline

Expected
Difficulty*

Transcripts

Office
materials

Submission
Type 

Application

Pressing the “+” button leads you here to add:

STEP 1 — STEP 2

Add Application Request Transcript

Which college are you applying to?

Bowdoin College ✕

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision January 1 ✓

I'll submit my application

Via Common App ✓

I've submitted my application

Add Application ~~ADD AND REQUEST TRANSCRIPT~~

1. Type in the name of the college you are applying to.
2. Select the correct app type - this is the application filing period/application deadline **PLEASE NOTE: You can only apply Early Decision to ONE college.**
3. If not preloaded, select how you will submit your application
4. Click the “add application” button.

Step 2:

Be sure the correct application **deadline** is reported for each college.

- Supporting materials will be submitted by the deadline you report in Naviance.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 	Application	
<input type="checkbox"/> Bowdoin College	RD	Regular Decision	January N/A 1	no request	Pending		Unknown 	MORE
<input type="checkbox"/> * Cal Poly, San Luis Obispo	RD	Regular Decision	November N/A 30	no request	Initial materials submitted		Unknown 	MORE
<input type="checkbox"/> University of Nevada-Reno	PRI	Priority	March N/A 1	no request	Pending		Unknown 	MORE
<input type="checkbox"/> * Swarthmore College	RD	Regular Decision	January N/A 1	no request	Pending		Unknown 	MORE



Step 3:

Be sure the correct **submission type** is reported for each college.

- Applying through Common App? Report “Common App”
- Applying through the college’s website or Coalition App? Report “directly to the institution”
- If there is more than one way to apply to the college, report how you will be applying - either through Common App or directly to the institution

Note: If you incorrectly report the submission type, supporting materials may not be received by the college and your application may be considered incomplete. If needed, use the **edit** option to update your deadline and/or submission type.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 	Application	
<input type="checkbox"/> Bowdoin College	RD	Regular Decision 1	January N/A	no request	Pending		Unknown 	MORE
<input type="checkbox"/> * Cal Poly, San Luis Obispo	RD	Regular Decision 30	November N/A	no request	Initial materials submitted		Unknown 	MORE
<input type="checkbox"/> University of Nevada-Reno	PRI	Priority 1	March N/A	no request	Pending		Unknown 	MORE
<input type="checkbox"/> * Swarthmore College	RD	Regular Decision 1	January N/A	no request	Pending		Unknown 	MORE



College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Bowdoin College	RD	Regular Decision 1	January N/A	no request	Pending		Unknown  MORE
<input type="checkbox"/> * Cal Poly, San Luis Obispo	RD	Regular Decision 30	November N/A	no request	Initial materials submitted		Unknown  MORE
<input type="checkbox"/> University of Nevada-Reno	PRI	Priority 1	March N/A	no request	Pending		Unknown  MORE
<input type="checkbox"/> * Swarthmore College	RD	Regular Decision 1	January N/A	no request	Pending		Unknown  MORE

Note: The status in the office materials column will read “pending” until supporting materials (transcript, SSR, LOR) have been sent. The office materials column will read “Initial materials submitted” when supporting materials have been sent OR if supporting materials are not required.

Step 4:

• Request Initial Transcripts

- You will request an initial transcript to be sent to colleges that require one - all Common Application colleges and some others (check the college's website to confirm).
- California public colleges (UC and CSU) and some out of state public colleges do not require an initial transcript, unless explicitly asked.



Manage Transcripts



Application Milestones



Compare Me



* = extended profile available

+ REQUEST TRANSCRIPTS

REMOVE

Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
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Regular January



 Cancel

Request College Application Transcript

 Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial

Final

Where are you sending the transcript/s?

No Preference



Request and Finish



Step 5:

- **Match Common App and Naviance Accounts**

This is how your supporting materials (LORs, School Report, transcript) get sent to the Common Application from Naviance.

- First - create a Common App account
- Second - in your Common App account, complete the FERPA waiver
- Third - in Naviance, click the “match accounts” button (see below) then report the email address you used for your Common App account, confirm your birthdate, and match.

Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts Application Milestones Compare Me +

* = extended profile available

+ REQUEST TRANSCRIPTS REMOVE

College

Type

Deadline

Expected
Difficulty*

Transcripts

Office
materials

Submission
Type

Application



Step 6: Add a teacher letter of recommendation request

 College Home

Find Your fit

SuperMatch College Search

College Match

College Events

Advanced College Search

College Lookup

Research Colleges

 Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College

Colleges I'm Applying to

Manage Transcripts

Letters of Recommendation

Test Scores

Scholarships & Money

Scholarships I'm Applying To

Scholarship List

National Scholarship Search

Note: First speak with the teacher to ask for a letter before adding the request in Naviance.

LOG OUT



HOME Colleges Careers About Me My Planner

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ▾

Deadline ▾

Recommender(s)

Status ⓘ

Cancel Request



Your recommendation requests will show up here.

Add Request



Show Me How

Note: Select the teacher from the dropdown menu. Then select the option “choose specific colleges from your College I’m Applying to list.” This will allow you to choose which teacher recommender you want for each college that accepts letters. Please note: You DO NOT add YOUR counselor.

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*



All current and future colleges I add to my *Colleges I'm Applying To* list ?

*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Cal Poly, San Luis Obispo -- required / -- allowed / 0 requested	Nov 30 2019
<input type="checkbox"/>	Swarthmore College 2 required / 4 allowed / 0 requested	Jan 01 2021
<input type="checkbox"/>	University of Nevada-Reno -- required / -- allowed / 0 requested	Mar 01 2021



Note: the number of required/allowed teacher letters will show for each college. "--" means the college does not require/allow teacher letters.

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Cal Poly, San Luis Obispo -- required / -- allowed / 0 requested	Nov 30 2019
<input checked="" type="checkbox"/>	Swarthmore College 2 required / 4 allowed / 0 requested	Jan 01 2021
<input type="checkbox"/>	University of Nevada-Reno -- required / -- allowed / 0 requested	Mar 01 2021

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

* Indicates a required field

Step 7:

Complete the Teacher Letter of Recommendation Survey

- Teachers use this information to write a personalized, detailed letter for you

The screenshot shows a user interface for a career planning application. The top navigation bar includes links for Home, Self-Discovery, Careers, Colleges, and Planner. The user is logged in as "Demo Bloodgood" at "Las Lomas High". A dropdown menu is open for the "About Me" profile, showing options such as "About Me Home", "Account", "My Account", "Documents and Notes", "Resume", "Goals", "Portfolio", "Journal", "Test Scores", "Documents Shared with Me", "Surveys", "Surveys from Your School", "Game Plan Survey", and "Graduation Survey". The "Surveys from Your School" option is highlighted in yellow. A blue circle highlights the "About Me" profile icon in the top right corner of the application.

Note: If more than one teacher is writing a letter for you, fill out a separate survey for each teacher.

My Surveys

Filter by

All progress



1st Teacher Letter of Recommendation

NOT STARTED

2nd Teacher Letter of Recommendation

NOT STARTED

Graduation Survey

NOT STARTED

Junior Appointment Questionnaire

NOT STARTED

Parent Statement

NOT STARTED

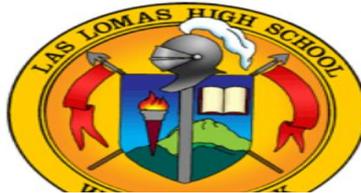
Senior Brag Sheet

NOT STARTED

Don't forget to click the “save and finish” button to submit your responses!

SAVE AND COME BACK

SAVE AND FINISH



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nes.k12.ca.us/

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Privacy P

Your CA Privacy Ri

logged in as **Demo Bloodg**

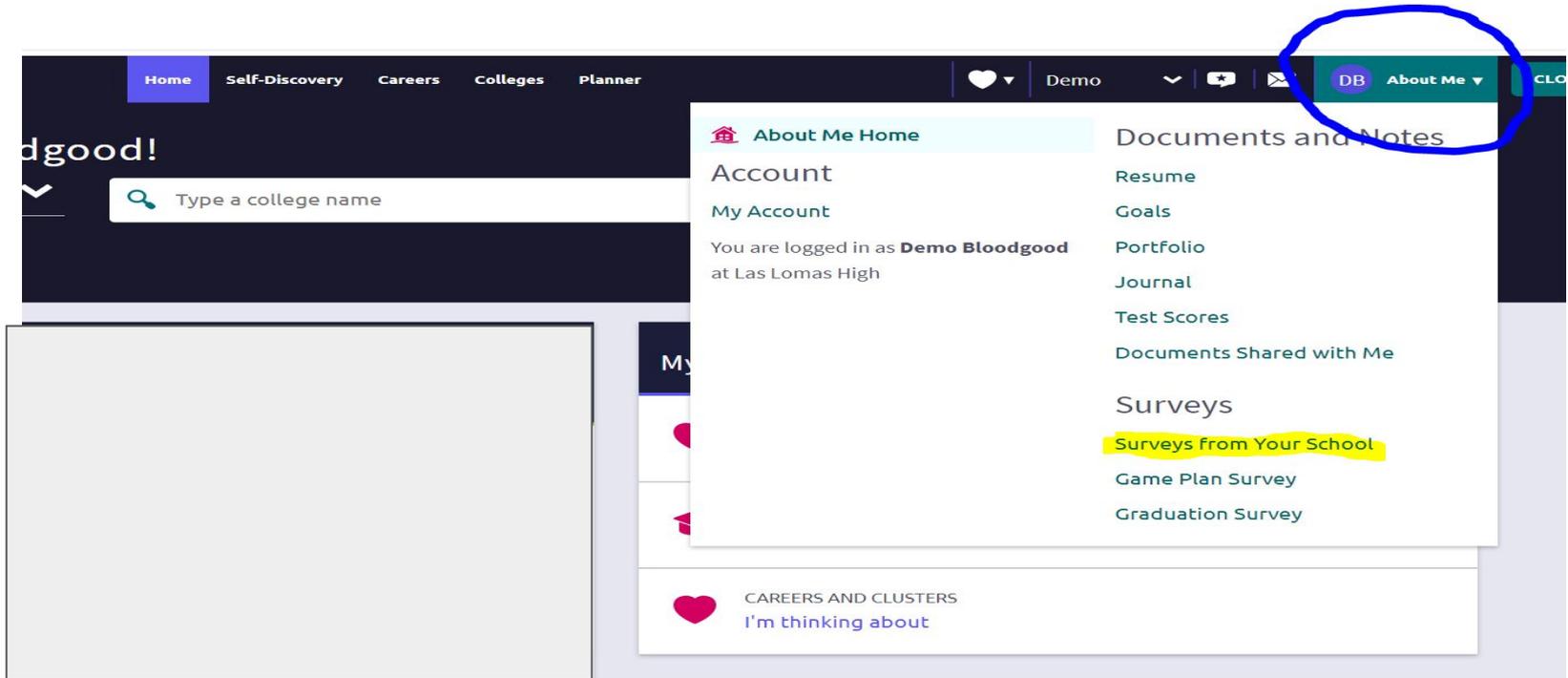
Site

Close

Step 8:

Complete the Senior Brag Survey and Parent Statement

- Required for a counselor letter of recommendation.
- Counselors use this information to complete the Secondary School Report and write a personalized, detailed letter for you.



My Surveys

Filter by

All progress



1st Teacher Letter of Recommendation

NOT STARTED

2nd Teacher Letter of Recommendation

NOT STARTED

Graduation Survey

NOT STARTED

Junior Appointment Questionnaire

NOT STARTED

Parent Statement

NOT STARTED

Senior Brag Sheet

NOT STARTED

Don't forget to click the “save and finish” button to submit your responses!

SAVE AND COME BACK

SAVE AND FINISH



Copyright 2020, Ho

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logged in as **Demo B**

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lanes.k12.ca.us/

**Thank you for following the Naviance
Steps When Applying to a 4-Year College!**

[Document Here](#)

**Now it's time to schedule your Senior
Counseling Appointment!**
See next slide for scheduling links...

Senior Counseling Appointment

- Click on your counselor's name to schedule a date and time for your appointment.
- Naviance steps must be completed prior to your appointment.
- This must be done by October 1st!

[Mr. Constantin \(A-Deve\)](#)

[Ms. Sabeh \(Devi-Jor\)](#)

[Ms. Bloodgood \(Jos-Nei\)](#)

[Ms. Feinberg \(Nel-Sek\)](#)

[Ms. Wright \(Sel-Z\)](#)