

# 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 displays the Naviance website interface. At the top, the Naviance logo is on the left, and navigation links (Home, Self-Discovery, Careers, Colleges, Planner) are in the center. On the right, there are icons for a heart, Demo, a dropdown arrow, a star, an envelope, a profile icon labeled 'DB', and 'About Me'. Below the navigation bar, a welcome message 'Welcome, Demo Bloodgood!' is shown. A search bar with the placeholder 'Type a college name' and a 'SEARCH' button is present. On the left side, a message states 'No Welcome Message is available at this time.' with a 'Read more' button. On the right side, the 'My Favorites' section lists three items: 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to' (highlighted in yellow), and 'CAREERS AND CLUSTERS I'm thinking about'.

**NAVIANCE**  
BY POWERSCHOOL

Home Self-Discovery Careers Colleges Planner

Welcome, Demo Bloodgood!

Search for Colleges

Type a college name

SEARCH

English Go

No Welcome Message is available at this time.

Read more

**My Favorites**

- 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

 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	 EDIT	MORE
<input type="checkbox"/> ✨ Cal Poly, San Luis Obispo	RD	Regular Decision	November N/A 30	no request	Initial materials submitted		Unknown	 EDIT	MORE
<input type="checkbox"/> University of Nevada-Reno	PRI	Priority	March N/A 1	no request	Pending		Unknown	 EDIT	MORE
<input type="checkbox"/> ✨ Swarthmore College	RD	Regular Decision	January N/A 1	no request	Pending		Unknown	 EDIT	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	January 1 N/A	no request	Pending		Unknown 	MORE
<input type="checkbox"/> ✨ Cal Poly, San Luis Obispo	RD	Regular Decision	November 30 N/A	no request	Initial materials submitted		Unknown 	MORE
<input type="checkbox"/> University of Nevada-Reno	PRI	Priority	March 1 N/A	no request	Pending		Unknown 	MORE
<input type="checkbox"/> ✨ Swarthmore College	RD	Regular Decision	January 1 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



 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

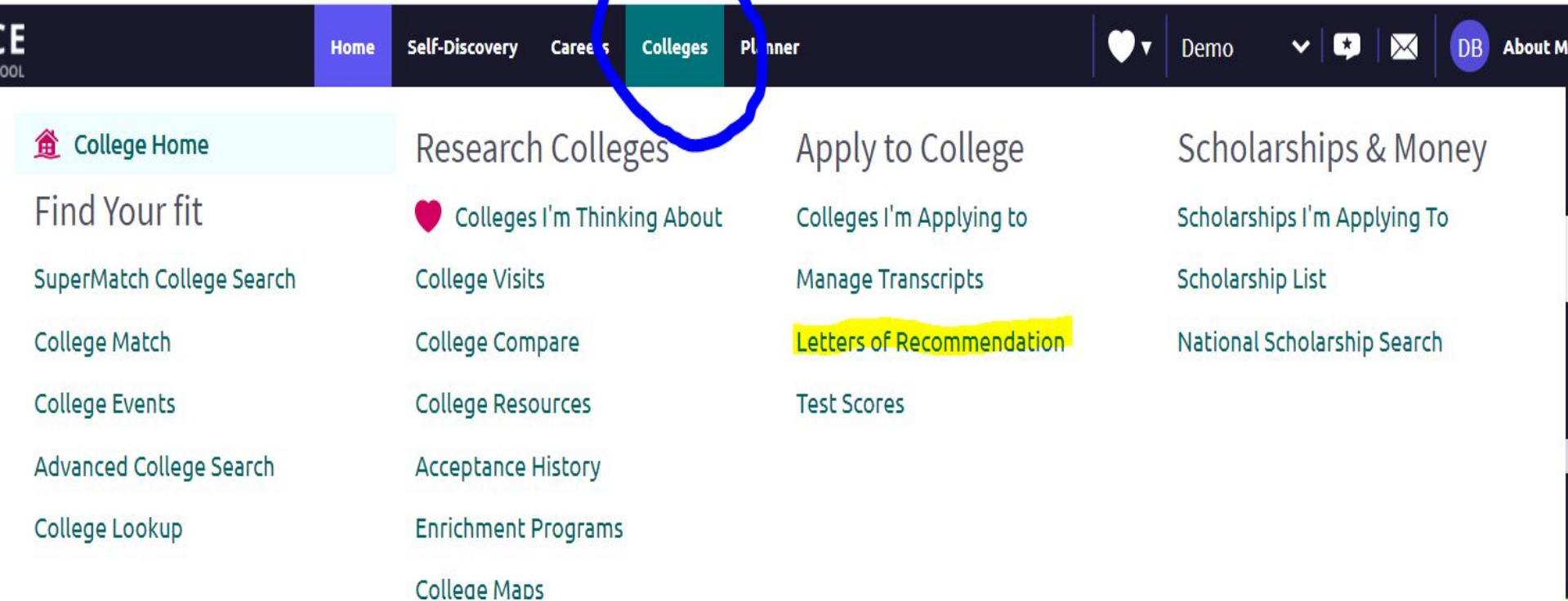
Submission  
Type



Application



## Step 6: Add a teacher letter of recommendation request



CE  
COL

Home Self-Discovery Careers **Colleges** Planner

♥ Demo ▼ ★ ✉ DB About M

### 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.**


HOMECollegesCareersAbout MeMy 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
<div></div> <div>Your recommendation requests will show up here.</div>				

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

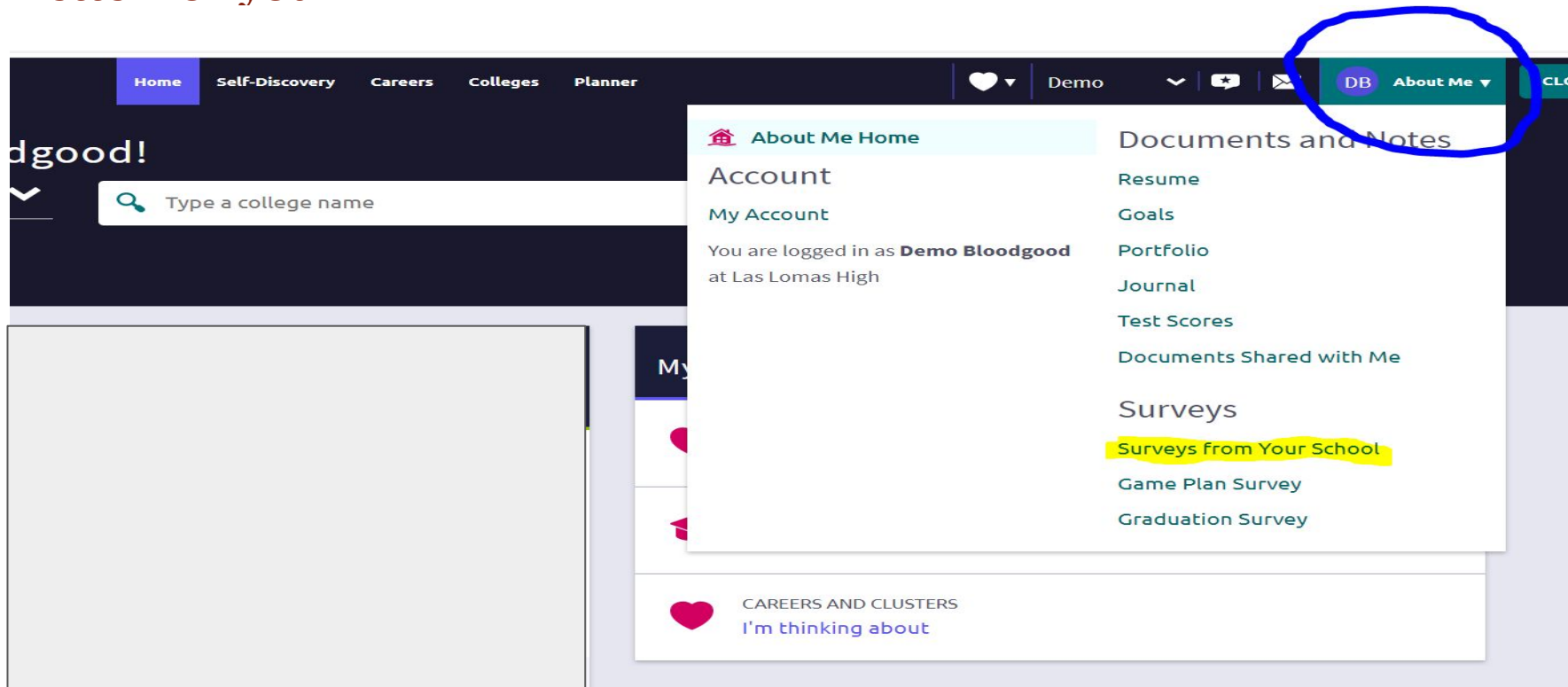
Submit Request

\* 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



**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**

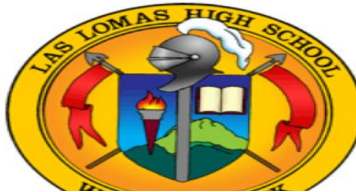
NOT STARTED



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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[Your CA Privacy Rights](#)

logged in as **Demo Bloodgood**

[Site Map](#)



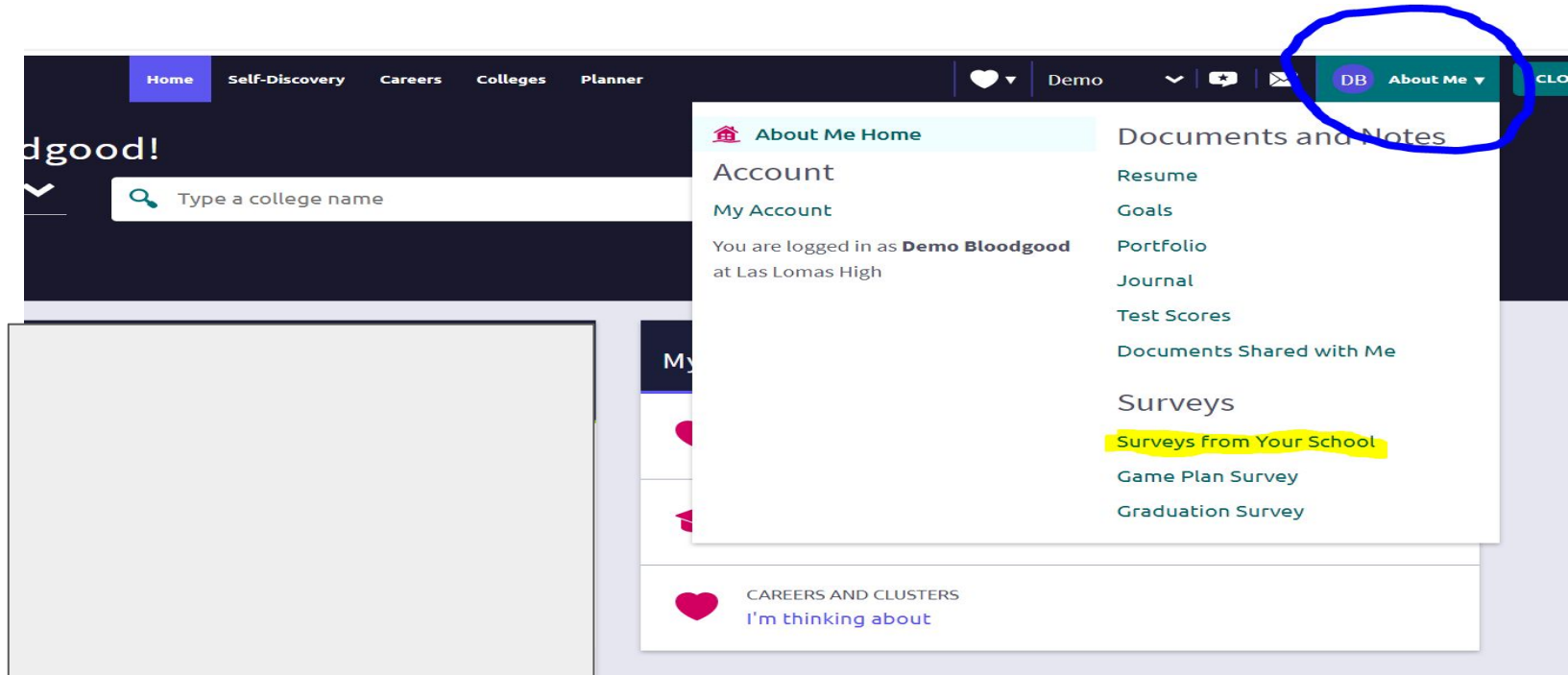
4596-5319

[nes.k12.ca.us/](https://www.sdes.k12.ca.us/)

## 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



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logged in as **Demo B**

st.

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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 \(Sel-Z\)](#)