

Naviance Quick Reference Guide to Applying to College

To add a college to the colleges I'm applying to:

1. Click on the **Colleges** tab.
2. Click on the **Colleges I'm Applying to**.
3. Click **Add to this list**.
4. Click **Lookup**.
5. Search by name, alpha browse, etc. to find college.
6. Click the name of the college which fills in that college's name in the box.
7. Click on box next to "**request transcript**" to have transcript sent.
8. Once you have completed your list, scroll to the bottom and click **Add Colleges**.

To request a teacher recommendation:

1. Ask your teacher **in person** to write you a letter of recommendation, **before** you send your request.
2. Navigate to the **Colleges** tab in Family Connection.
3. Click **Colleges I'm Applying To**.
4. Scroll down to the **Teacher Recommendation** section and click **Add/Cancel Requests**.
5. Select a **Teacher** from the drop-down menu and add a note to the teacher.
6. Repeat for all teacher requests.
7. Student clicks **Update Requests** at the bottom.

To request a transcript:

1. Select the **Colleges** tab in Family Connection.
2. Click the **Transcripts** link, listed on the left under **Resources**.
3. Click **Request transcripts** for the type of transcript you are requesting.
4. Enter the necessary information. This will differ based on the destination of the transcript.
5. Click **Request Transcripts**.

Marking Applications Submitted in Family Connection

After submitting your application to a college, change your application status manually in Family Connection to "*I have submitted my application*". You must complete this step so your transcript will be sent directly to the college. Follow the directions below:

1. Click **Colleges**.
2. Click **Colleges I'm applying to**.
3. Click the **Edit Pencil** icon.
4. Find the appropriate school and put a check in the box next to Application submitted indicating "*I have submitted my application*".
5. Scroll to the bottom of the page and click **Update Applications**.