

Get To Know Naviance

If you have any questions contact Ms. Vermillion (vermillk@wlwv.k12.or.us)

Please check your school email as often as possible, as of now that is the best form of communication that we have to share important instructions and deadlines with students.

Singing In

- To sign into Naviance, go to the West Linn High School website.
- Hover over the **Guidance** tab and click on **Naviance Student** in the drop down menu.
- To login, you need to be signed into your Student Google account. Once you are logged into your Google account you will be able to automatically sign into Naviance.

College Search

Once logged into Naviance there are several tools to use that will help match you with Colleges and Universities that may match your interests. To use the search engines:

1. Go to the **Colleges** tab.
2. Click on the **Colleges > Home**. Select "Super Match" or any of the other search engines to research colleges based on your criteria. (for example: major, location, etc.)
3. Based on your criteria, Naviance will create a list of colleges. Review the list by clicking on the college name to get details about that college.
4. To add a school to your **Colleges I'm Thinking About** list, click the **heart** that is next to the name of the school.
5. Further down the page there is a large section that shows how the individual student compares with those who have been accepted to the College/University.

Applying to College

When you are ready to start applying to schools these are the first important steps to take.

1. Once you've decided which colleges you would like to apply to, move those colleges from your **Colleges I'm Thinking About** list, to your **Colleges I'm Applying To** list. To do this:
 - a. Click the box next to the name of the college.
 - b. Then click the button, **Move to Application List**, located above your list of colleges.
 - c. Click the "which application deadline do you prefer" drop down to select Regular Decision, Early Decision, etc.
 - d. Select how you will submit your application (Direct to the Institution or via Common App)
 - e. To request your transcript, click "Add & Request Transcripts" > select "Initial Transcript" > "Request & Finish." If you have already submitted your college application, click the box under "I already submitted my application."
 - f. Click the **Add Application** button to automatically move the school to your **Colleges I'm Applying to** list. (IF YOU DO **NOT** USE THE **COLLEGES I'M THINKING ABOUT** LIST, YOU CAN ADD YOUR COLLEGES **DIRECTLY** TO THE **COLLEGES I'M APPLYING TO LIST**)
 - g. If your college offers more than one way to apply, click on "I'm not sure yet", under the column labeled, **Tell us how you're submitting these applications**. You **must** select the method you are applying in order for us to send your transcript and recommendations. Your choices are: via Common App or directly to the institution. If you are using a Priority App, select directly to the institution.
2. If you did not do the above step (1.c.) to request a transcript, click on Request Transcripts, located at the top of the list of Colleges I'm Applying To.
 - a. Select transcript type and where to send it
 - b. At the bottom of the page, click the Request and Finish button.
 - c. We cannot send a transcript to a college if there is not a request made in Naviance.