

NAVIANCE INSTRUCTIONS - APPLYING TO COLLEGE

Signing on to Naviance

1. Go to WLHS website: www.wlhs.wlsv.k12.or.us/
2. Click on **Guidance**, located on bar at the top of the website
3. Click on **Naviance Student**, located on the **Guidance** drop down.
4. Log into NAVIANCE Student: Your username is your WLHS email address. Your password is P+ID.
5. Contact Laura Kent for NAVIANCE troubleshooting at KentL@wlsv.k12.or.us.

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College Search

1. Go to the **Colleges** tab.
2. Click on the **College > Home**. Select “Super Match” or other college search engine 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. On each college page, right next to the college name, you can click on the **heart** button to automatically add the school to your **Colleges I’m Thinking About** list.
5. To compare yourself to other students who have been admitted in the past (Nationally and WLHS graduates), scroll down to the dark green box in the middle of the page.

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Applying to College

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, click the box next to the name of the college.
 - a. Then click the button, **Move to Application List**, located above your list of colleges.
 - b. Click the "which application deadline do you prefer" drop down to select Regular Decision, Early Decision, etc.
 - c. Select how you will submit your application.
 - d. 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."
 - e. 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)
 - f. 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 the transcript, click on **Request Transcripts**, located above the list of Colleges I'm Applying To.
 - a. Select transcript type and where to send
 - b. Go to the bottom of the page, click the **Request and Finish** button.
 - c. We **cannot** send a transcript to a college, unless that college is listed in Naviance with a request for a transcript.
3. There is no charge for a transcript. **REQUEST A TRANSCRIPT AS SOON AS YOU KNOW YOU ARE APPLYING TO THE COLLEGE**

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Colleges using the Common Application

1. **For all Common App schools**, you need to go to the Common App (CA) website via Naviance and register for an account (**Important Note**: If you add colleges to your CA list first, those colleges will automatically roll into the Naviance **Colleges I'm Applying To** list). You will find a link to the Common App website on the Naviance **Colleges I'm Applying To** page, click **Match Accounts**, Step 1. The steps below will enable Naviance to send Common App counselor/teacher documents and your transcript.
2. After registering with Common App, complete Naviance **Colleges I'm Applying To, Common App Account Matching** Step 2 - Sign the **CA FERPA Waiver & Authorization**, which is located on the CA website. In order to do this, go to the **"Common App"** tab (on the CA website) you will need to complete, at least, the **"Education"** portion (left side of screen) of the Common Application and have at least one college on your list. Once you've completed the **"Education"** portion, click on the **"My Colleges"** tab. Click on **"Recommenders/FERPA"**, which is on the left side of the screen. Under **"FERPA Release Authorization,"** click **Release Authorization** and follow prompts.
 - a. Go back to Naviance, click on the **Colleges I'm Applying to** page, **Common App Account Matching section, Common App Email section**. (This is right below Step 2). Input/match your Common App email address.
 - b. Please refer to the **Tips to Successfully Match Accounts**, located at the right of this section if you are having problems matching the accounts.
3. **VERY IMPORTANT** – Write down your Common App user name and password. We cannot send your documents to the college if your Common App user name and password do not match.
4. If you are **not** applying to a Common App school, you may click the red **Not Needed** button located on the bottom, right portion of the **Common App Account Matching** section of the Naviance **Colleges I'm Applying to** page.

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Transcripts

1. All transcript requests must be made via Naviance. See the instructions in the section above, “Applying to College”, to request transcripts for your college applications.
2. Give an addressed (college admissions address) envelope with 1 postage stamp to Laura Kent, College & Career Center, for each college you are applying to that is **NOT** an **eDoc** destination (On your **Colleges I’m Applying To** list, this icon, , means the transcript **must** be mailed, even if you filled out the college application online.)
3. Mid-year (7th semester) transcripts/reports will be sent **automatically** to all Common App schools you’ve applied to. **If a non-Common App school requests a mid-year transcript**, follow these steps:
 - a. Click on the “Colleges” tab. Click on “Transcripts”, located on the left side of the page.
 - b. Click on “Request transcript for scholarship or athletics”. Select “Other” for reason. Type in college name. **If the college does not accept electronic transcripts, give an addressed, stamped envelope to Laura Kent, College & Career Center.**
 - c. Next to “Follow Up”, click on the box “Send Mid Year”. Click on “Add Transcript”.
4. You can view the status of transcripts by logging onto NAVIANCE and going to **Colleges > Apply to College > Manage Transcripts**.
5. Questions about electronically sent and mail transcripts, contact Laura Kent, College & Career Center, at KentL@wlwv.k12.or.us.

Recommendations

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1. Request teacher and counselor recommendations, in person, **at least, 14 business days** before the college application deadline. Give your recommender your earliest application due date so they know when to complete your recommendation by. When you meet with your counselor to request a recommendation, give him/her a completed Student Information Form. You may obtain a form in the Counseling Office, or online (WLHS website and Naviance documents).
2. All **teacher** recommendation requests **must** be made in Naviance. Naviance will not let you request more teacher recommendations than the college accepts.
3. Most Common App colleges **REQUIRE** a **counselor** recommendation. However, you must check each college for their requirement.
4. Check each college for the number of teacher recommendations required. **Not all colleges require a teacher recommendation.**
5. You can track the status of your teacher recommendations on Naviance.

Steps to Request a LOR

1. From Naviance Student, Navigate to **Colleges > Apply to College > Letters of Recommendation.**
2. To get started, click **Add Request.**
The Add New Request page displays.

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request

3. Enter information for Steps 1-3.
 - **Step 1:** Select a teacher from the drop-down list.

If a teacher is not available from this list, they must be added to the Teacher List in Naviance. Report this to the Site Manager.

- **Step 2:** Decide if you want the teacher to fill out a recommendation for (1) a specific college(s) from your Colleges I'm Applying To list or (2) All current and future colleges you add to Colleges I'm Applying to.
 - **Step 3:** Include a personal note to remind your recommender about your great qualities and any specifics about your request.
4. Click **Submit Request.**
A green status bar shows the teacher's name and the number of requests for the student.

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Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

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

Select A Teacher

2. Select which colleges this request is for:*

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

All current and future colleges I add to my *Colleges I'm Applying To* list **1**

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

3000 characters remaining

* Indicates a required field

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College Updates

1. After you submit your college application, you'll need to update your application status in NAVIANCE by clicking on ***Have You Applied***, for each college, which is located under the ***My App*** column on your ***Colleges I'm Applying To*** list.
2. As you receive letters back from the colleges you've applied to, you'll need to update your result status in NAVIANCE by clicking on  for each college, which is located under the ***Result*** column on your ***Colleges I'm Applying To*** list. **All results must be indicated.**
3. Once you've decided which college you will be attending, you'll need to select it from the ***College that I'm Attending*** section pull-down menu, which is located on the Naviance ***Colleges I'm Applying To*** page (below the list of colleges).
 - a. Click on the ***Update button***. If your college is an **eDoc** destination, this update will initiate your final transcript request. You do not need to do anything else.
 - b. If the college you are attending is **NOT** an eDoc destination, you will **also** need to bring an addressed envelope with 1 postage stamp to Sandie Yamauchi, College & Career Center.
 - c. **ALL COLLEGES REQUIRE A FINAL TRANSCRIPT. IF YOU DO NOT COMPLETE THE ABOVE STEPS, YOUR FINAL TRANSCRIPT WILL NOT BE SENT. FINAL TRANSCRIPTS ARE NOT SENT UNTIL THE END OF JUNE.**