NAVIANCE Instructions for SENIORS-
Instructions for Requesting TRANSCRIPTS, RECOMMENDATIONS, and SCHOOL REPORTS

-Accessing Naviance

Logging onto Naviance:

1. Go to NC Ed Cloud https://my.ncedcloud.org
2. Log onto your NCEdCloud RapidIdentity account using your credentials.
3. Select the "Clever" icon from the NCEdCloud portal.
4. If prompted, select "Login with NCEdCloud."
5. Select the "Naviance" icon in the Clever portal.

Student password is the same default password as on the school computers.

Getting Started…

All schools that you are applying to should be listed in your "*Colleges I'm Applying To*" tab. In order to begin listing schools:

1. **Go to the "Colleges I'm thinking about" tab**
2. **Click on "Add colleges to list"**
3. **Use the drop down menu under "Lookup by" to select your method to list or browse colleges.**
4. **Choose your college by clicking on its name. You can add multiple colleges to your list using this method.**
5. **Click the small heart next to the college's name to add it to your list.**
6. **When you have finished adding colleges to your list, click on the "Colleges I'm thinking about" tab again. You will see your list of schools.**
7. **To move the schools from the *Thinking* list to the *Applying* list, click on the button to the left of each school's name. Then click on "Move to Application list."**
8. **Please answer the questions that pop up.**
   Answer the questions that pop up for each school that you are applying to. Be very careful to answer the question correctly about how you are applying to the school. It is VERY IMPORTANT to select Common Application if this is how you are applying. If you are using another method, such as the Coalition application, or the college's own application that is accessed directly from their website and is NOT the Common Application, you will select "Direct to the

Institution." Please make sure you are careful when designating schools as Common Application schools. If you check off the box that states you will be completing your application through the Common Application, then you should stay with the Common Application. ***Failure to finish the process once*** *it's been designated as Common Application may cause colleges not to receive your required documents.* If you ignore this step, we cannot process any forms for you.

9. If you are ready to request transcripts at the time you have listed your schools and answered the pop up questions, click the "Add and Request Transcripts" button.

- **Do not click on anything in the "What Additional materials do you want included" section. Remember, we do not send SAT and ACT scores for you. You are responsible for sending your SAT/ACT scores to each school directly from the testing institution.**

- **TRANSCRIPT REQUESTS must be submitted through Naviance as well as through completion of a paper request on a Transcript Request form (located in Student Services).**
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- Please allow 10 business days for Student Services to process transcript requests.
- Transcript requests do not go to your School Counselor. Our Student Services secretary processes transcript requests.
- If a college or university that you are applying to does not accept electronic submissions of transcripts, you will need to stop by Student Services several days after requests are made to pick up a paper copy of any transcripts that must be mailed. It is your responsibility to mail the transcript to the college/university. Do not break the seal on these transcripts as colleges will not accept a transcript without this seal. Sealed transcripts will typically need 2 stamps.
- **** If this is the first time you've requested a transcript for a college, you will select "Initial." The final transcript is only requested in May/June when you have made definite plans to attend a specific college**
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    HOW TO REQUEST TRANSCRIPTS IN NAVIANCE

You will need to select colleges to list in your "Colleges I'm thinking about" tab **prior** to requesting transcripts. After you have moved colleges from the *Thinking About* list to the *Applying To* list…

1. **If you did not request transcripts after answering the pop up *How You Are Applying* questions,**
2. **Go back into your Colleges I'm Applying to tab and click on the button beside a college and then click on the Request Transcript button.**
3. **Answer the questions.**
- **** If this is the first time you've requested a transcript for a college, you will select "Initial." The final transcript is only requested in May/June when you have made definite plans to attend a specific college. The Midyear transcript is only requested if a college you**

have applied to requires a midyear transcript to be sent after 1st semester grades are completed.

- **Do not click on anything in the "What Additional materials do you want included" section. Remember, we do not send SAT and ACT scores for you. You are responsible for sending your SAT/ACT scores to each school directly from the testing institution.**

-*LINKING COMMON APPLICATION TO NAVIANCE*

-After opening the Common Application website, creating your account, and adding schools to your Common App list, click and sign on the "FERPA Waiver & Authorization" tab.

-Go back into your Naviance page and click on the "Match Accounts" tab. You will need to enter the email address you used in your Common Application. Your last name and date of birth will on both the Common Application and Naviance need to be identical.

- RECOMMENDATIONS and SCHOOL REPORTS

1. If your school(s) require a School Counselor recommendation, you MUST request it through Naviance **AND complete a yellow "Request for School Counselor Recommendation" form** (located in Student Services).

2. *Your personal information survey (survey explanation below) must be completed PRIOR to your request for a counselor recommendation or a Common Application School Report.*

3. *An email or phone request for a recommendation will not be accepted.*

4. For each college you list, you must specify if a written recommendation is needed and/or a school report is needed. ****Please note that the Common Application REQUIRES A SCHOOL REPORT to be completed by your counselor even if you don't need a written recommendation from them.** You need to designate if you need both of these documents….don't just assume a recommendation is required from counselors. Counselors are not responsible for determining if a recommendation is needed for each of your schools.

   HOW TO ACCESS YOUR SENIOR SURVEY
   - **-Click on the "About Me" tab**
   - **-Click on "My Surveys"**
   - **-Click on "Surveys Not Started"**
   - **-Click on Seniors-Required for Counselor Recommendations"**
   - **-Fill in each question. Be as detailed as you can. Short, non-detailed responses will not give counselors much material to write about.**
   - **-When you have finished, click on "Save and finish"**

<u>**INSTRUCTIONS FOR REQUESTING RECOMMENDATIONS IN NAVIANCE**</u>

-Click on the "**Colleges**" tab
-Click on "**Apply to College**" tab
-Click on "**Letters of Recommendation**"
-Click on "**Add Request**"
-Answer the questions
-Click on "**Submit Request**"

     1. If you decide to apply to additional schools *after* your transcripts and supporting documents have been submitted, you MUST complete *another* yellow Counselor Recommendation Request form, giving counselors the names of the additional schools and supporting documents needed by each school.

     2. Requests for Teacher Recommendations must go through Naviance. It is courteous to also ask them for the recommendation in person. Please let your teachers know which schools to send the recommendation to as well as your deadlines. It is helpful to them for you to give them a resume or list of extracurricular activities in which you participate.

     3. Counselors, teachers, and the Student Services Secretary MUST have **at least 10 business days** to complete written recommendations, school reports, and transcript requests.

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**** Check your email and college portal accounts <u>often</u> for possible messages from colleges regarding missing application documents and admission decisions.   This is one of the most important ways they will communicate with you.

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**Remember that <u>YOU</u> must have your ACT/SAT scores sent directly to each college from the testing institution. We cannot send your test scores for you.