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How to use Naviance to Apply to College/Universities



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HOW TO LOG-IN to Naviance

Log-In to Naviance Family Connection through the Spartan Learning Portal or Garden Spot HS homepage. You will use your District Username and Password.

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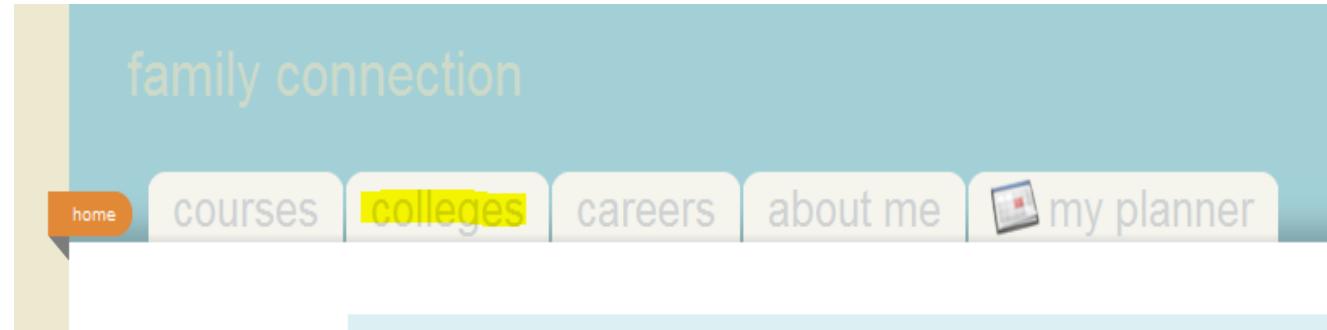
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How To Search for Colleges

1. Go to the **Colleges** tab.



2. You can search for schools you are interested in. Use the SuperMatch College Search to search schools using specific criteria (location, campus size, test scores, etc). See if you are able to apply to these schools online. If you are, do it! If not, print out an application and mail it in.
3. Begin making a list of schools to which you wish to apply.

Transcript Requests

You will need to request Transcripts for each school you have applied to, as well as for scholarships and NCAA. First, you must turn in a **transcript release card** to the Guidance office. Your parent must sign this. We cannot release your transcript without parent permission.

1. Click on **Colleges I'm Applying To**
2. Click **Add to this List**
3. Add colleges to which you have applied to your list by clicking "Look Up". Indicate if you are applying Regular Decision, Early Decision, Early Action, Etc. Then Click the "I have submitted my application" box. Click "Add Colleges" button at the bottom of page.

Type	Transcript	College	I have submitted my application
Regular Decision	<input type="checkbox"/> request	(click lookup)	<input type="checkbox"/> lookup
Regular Decision	<input type="checkbox"/> request	(click lookup)	<input type="checkbox"/> lookup
Regular Decision	<input type="checkbox"/> request	(click lookup)	<input type="checkbox"/> lookup

4. Click on **Colleges I'm Applying To**, then **Request Transcripts**
5. Click **Add Request**. This will send the request directly to Mrs. Ozga in the Guidance office. Allow 5-7 days for Processing!

Current Applications
<input type="checkbox"/> add request Docufide Institute of Technology (not a real college)

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Teacher Recommendation

These will be done through Naviance. Be sure to ask the teacher in person before adding the request in Naviance!

1. Click on **College** tab, then **Colleges I'm Applying To**. Scroll down to "Teacher Recommendations" then click **Add/Cancel Requests**.
2. A drop-down menu with teacher's names will appear. Click on the teacher's name, scroll down and click "Add Request."

[request teachers to prepare recommendations](#)

Add New Requests

Teacher	Personal note to teacher (optional)
<input type="text" value="(select teacher)"/>	<input type="text"/>
<input type="text" value="(select teacher)"/>	<input type="text"/>

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Update Application Status

You will need to indicate the status of your application (accepted, waitlisted, rejected, declining attendance) in Naviance We will need to send final transcripts and mid-year reports to schools. We need to know which schools to send them to!

1. Click **Colleges** and then **Colleges I'm Applying To**. Under "Results" click the Pencil icon for each college to update your application status.

The screenshot shows the 'colleges' page in Naviance. The navigation bar includes 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. The main content area has a search bar for colleges and a section titled 'colleges I'm applying to' with links for '+ add to this list', 'request transcripts', 'view detailed status', and 'compare me'. Below this is a table with columns: College, Type, Applying via Common App?, Submissions, Expected Difficulty*, Deadline†, Transcript, Office Status, My App., Results, and Actions. One row is visible for 'Dowdville Inst of Tech (not a real college)' with a pencil icon in the Results column.

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Actions
Dowdville Inst of Tech (not a real college)	RD	-		N/A	-	requested	Pending	app submitted	Unknown	EDIT CONTACT GRAPH WWW