



NAVIANCE QUICK GUIDE: STEP BY STEP

Log On Information

<http://student.naviance.com/robinsonhs>

-In the email box, type: type your student id number.

-In the password box, type: your original password received from your counselor or the password you created

- click "Log in."

SOPHOMORE YEAR and BEYOND NAVIANCE ACTIVITIES

Add email address:

1. Go To: About Me
2. Go To: My Account
3. Under Contact click the edit pencil, add email and phone number. This will allow you to reset your password and receive college visit information

Take Career Cluster Finder Assessment / Do What You Are Assessment / Career Interest Profiler

These assessments are a great way to start discovering interest for the future.

1. Click on the "About Me" tab on the top of the Naviance home page
2. Select the "My Assessments" link
3. Click on "Assessment of your choice"
4. Upon completion you will be shown different careers and pathways.

Career Searches

1. Click on the "Careers" tab toward the top of the Naviance home page
2. Click on the "Explore Careers & Clusters" link
3. You can choose to research careers by clicking on a career cluster or by Holland Code
4. You can search for a specific career by entering it in the search bar next to "Search by Keyword"

Roadtrip Nation

Roadtrip Nation offers an array of videos of interviews with individuals holding positions in various career fields. From CEO's to art directors, lawyers to engineers, and everything in between, Roadtrip Nation provides inside information on careers and gets answers to the questions you need to know.

1. Click on the "Careers" tab toward the top of the Naviance home page
2. Click "Roadtrip Nation Interview Archive"
3. click on "Find your Road"

Start Building Resume:

Resumes will be needed when requesting letters of recommendation and for college and employment applications. It is smart to start building resume sophomore year so you do not forget things you have done freshman/sophomore year.

1. Click on the "About Me" tab on the Naviance homepage
2. Click on "my stuff"
2. Click on the "Resume" link
3. Use the drop down menu to add information and activities to each section big + button
4. If you want to print a resume, click on the "print/export resume" tab
5. Click on Red "+" button
6. Enter a name for your resume
7. Choose the template , click preview and follow instruction for the options you prefer.

If Interested, you can start looking at colleges.

To search for a specific college:

1. Click on the "Colleges" tab toward the top of the Naviance home page
2. Type a college name in the search bar located under the title "Search for Colleges" , do not abbreviate college name.
3. Once the college name is generated, click on the link to access further information on the school.

To conduct a college search by interest:

1. Begin by clicking on the "Colleges" tab toward the top of the home page
2. Next, click on the "Advance College Search" link under Find Your Fit header
3. Enter the criteria you're looking for in a college (i.e. major, location, cost, etc) and click "Show Matches"
4. Once the list of colleges is generated, you can learn more about each individual school by clicking on the college name. This will provide you with information on tuition, acceptance rates, graduation rates, deadlines, and majors, as well as, provide a realistic assessment of your chances of admission at colleges where prior graduates have applied

JUNIOR YEAR NAVIANCE ACTIVITIES

Strengths Explorer can only be done once. Take your time and think about answers.

1. Click on the "About Me" tab on the top of the Naviance home page
2. Select the "My Assessments" link
3. Click on "Strength Explorer"

Colleges I'm Thinking About List:

If you are interested in a college that you have researched, you can add it to your "Colleges I'm Thinking About" list.

1. Click on the heart icon next to the school name in the colleges Naviance information page
2. Or you can click on "heart" icon when you are researching schools on any page. The icon is always located next to the college name.
3. Finally, you can add schools directly on the "Colleges I'm Thinking About" page

Adding test scores at any time:

1. Click on About Me
2. Click on My Stuff
3. Click on Test Score
4. Add information

Sign up for a College Representative Visit

(College representatives meet with interested students and highlight their school)

1. Click on 'College' tab
2. Under 'My Colleges' in the column on the right at the bottom of the page, select "College Visits"
3. To view the college visit details click on 'Information'
4. To register for the college visit click on 'Sign Up' (If you have registered and are no longer interested in attending please follow the same steps above selecting 'Cancel' to remove your name from the list)
5. See Student Services for a pass and complete missed work
6. Arrive on time for your scheduled college visit.

DO NOT FORGET TO ATTEND - THE REPRESENTATIVE GETS A LIST OF REGISTERED STUDENTS!

SENIOR YEAR COLLEGE APPLICATION PROCESS

Update schools from “thinking about” to your ‘Colleges I’m Applying To’

1. Click on the ‘Colleges’ tab
2. Select ‘Colleges I’m Applying To’
3. Select ‘Add To My List’ and add all colleges you plan to apply to (Do NOT check the box to send transcripts at this time!)
4. You may also ‘Move To Application List’ any colleges which you have saved under ‘Colleges I’m Thinking About’ by clicking on cap.
5. Begin looking at each college’s application requirements and procedures for Undergraduate Admissions

IF YOU DID NOT REQUEST AT THE END OF JUNIOR YEAR DO AS SOON AS POSSIBLE IN FALL OF SENIOR YEAR

Requesting a Teacher Recommendation

1. Please check the requirements of each college to determine if and how many letters of recommendation are needed
2. SEE the teacher face to face to ask for a letter of recommendation on your behalf.
Note: If applying via Common App, an account and FERPA waiver must be complete to continue *See Common Application Section for details
3. Under “colleges I’m apply to” at the bottom of page. Click “add request” Select a teacher from the drop-down list. It is important to note that teachers will only be available in the drop-down list if they have been added to Naviance, given a user account, and had the box checked to appear in this list. If your teacher is not in this list, please see your counselor.
4. Review the colleges listed directly from the Colleges I’m applying to list and check one or more boxes to indicate where the teacher should be sending the letter of recommendation.
5. You can add a personal note (up to 3,000 characters) to the teacher, highlighting any important aspects of their applications (such as first choice schools, early decision applications, intended major or degree of study), that they may want the teacher to consider when writing a letter of recommendation.
6. Click submit request.
7. From here, you will see the status for all Teacher Recommendations requests you have made.

Complete your application

1. Please check the application requirements of each college to determine how you are to apply.
(Most colleges accept ONE of the following: Online via the college’s website, via printed application/mail, OR through *Common App (Often OPTIONAL)
2. IF you are using the *Common App (step by step section to follow below) please log on to www.commonapp.org and complete the application
3. If you are applying via the college’s website complete your application online
4. After you have applied, update your list of ‘Colleges I’m Applying To’ by clicking on the link in the ‘red +’ icon. Each college you are applying to will appear. Check the box ‘I have submitted my application’ for every completed application
5. Indicate the Application Type (Regular, Rolling, EA, ED, etc.) for every completed application
6. Method of submission (CA, direct to institution etc)

*Common Application

1. IF using the Common App to apply, create an account at <http://www.commonapp.org> (you will complete your Common Application on this website-add at least one college)
2. Sign the FERPA Waiver on the common app web page
3. Click on the 'Colleges' tab
4. Select 'Colleges I'm Applying To'
5. Match your Common App by following the prompts in the blue shaded area on Naviance
6. Click 'Match'

Requesting a Transcript

1. Click on the 'Colleges' tab
2. Select 'Colleges I'm Applying To'
3. Click 'Request Transcripts' under Current Applications
4. Each college listed in 'Colleges I'm Applying To' will appear
5. Check the box to request the transcript
6. Scroll down and click 'Request Initial Transcripts'

Sending Official SAT/ACT Scores

1. Must send SAT scores from <http://www.sat.collegeboard.org>
2. Must send ACT scores directly from www.ACTstudent.org

Checking transcript status

1. Go to the 'Colleges' tab
2. Click on 'Colleges I'm Applying To'
3. View the status in the columns for 'Transcript', 'Office Materials', and 'My App'

Scholarship Search

1. Click on 'College' tab.
2. Scroll down and click on 'Scholarships and Money'
3. "Scholarship List" provides local and private or publicly sponsored scholarships.
4. For LOCAL scholarships, click on "Scholarship List"

NCAA Clearinghouse Transcript Request

1. Student must register with NCAA Eligibility Center
2. Transcripts will be sent through NCAA website, not through Naviance
3. Student Services Office will monitor and process requests through NCAA website.

Admissions Decisions recording in Naviance

1. Click on the "Colleges" tab toward the top of the Naviance home page
2. Click on the "Colleges I'm Applying To" link
3. Click on the pencil icon next to each college in your list to open the edit screen
4. In the drop down menu next to "Result", choose your admissions decision (accepted, denied, waitlisted, deferred) for each school

