



Click on the video images to watch short tutorials on how to complete the steps.

For the 2020-2021 academic year, our school will be using Naviance for college document submissions. Naviance will simplify the processes the counseling department and teachers follow to send transcripts, school reports, and recommendation letters to colleges, including all Common Application colleges.

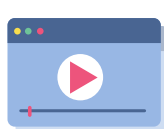


### 1. CREATE A COMMON APP ACCOUNT

If you are applying to Common App schools, if you have not already, you can create your Common App account.

**Please do not invite any teacher or counselors to write letters of recommendation through Common App. This process will take place in Naviance.**

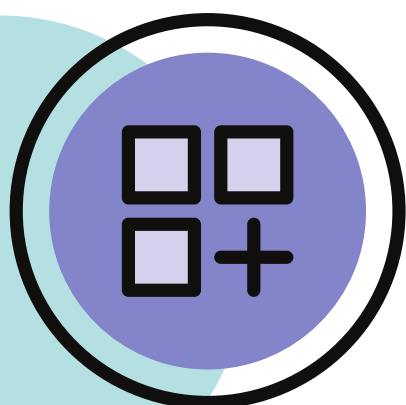
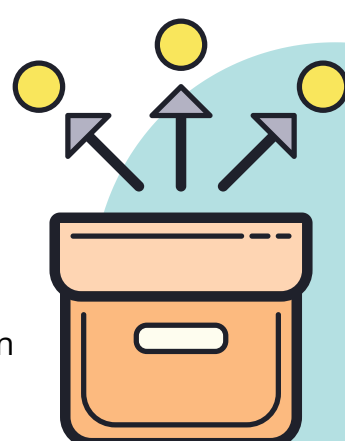
### 2. MATCH YOUR COMMON APP ACCOUNT



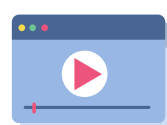
After creating your Common App account please make sure you do the following before matching your account:

- Add at least one college on Common App.
- Sign the Common App FERPA Release Authorization on Common App.

When you are ready to match, log in to your Naviance Student account and go to your Colleges I'm Applying to list and click the **Match Account** button on the top. This will prompt you to type in your Date of Birth and E-mail address **used to create your Common App account.**



### 3. ADD NON-COMMON APP SCHOOLS TO YOUR LIST



Once you match your Common App account, all your Common App schools will be added to your Colleges I'm Applying to list.

Now, make sure you add all your non-Common App schools to your list and request transcripts if you need to.

Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the Colleges I'm Applying To list
- From the Colleges I'm Thinking About list

### 4. REQUEST TRANSCRIPTS

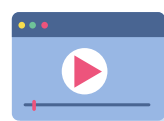


You can request transcripts in several different ways:

1. When adding a college to your Colleges I'm Applying to list
2. When moving a college from your Colleges I'm Thinking About to your Colleges I'm Applying to list
3. Using the Request Transcript button found in your Colleges I'm Applying to list
4. Going to the Manage Transcripts section under the Colleges tab



### 5. REQUEST LETTERS OF RECOMMENDATION



Request new and keep track of letter of recommendation requests from **Colleges > Apply to College > Letters of Recommendation.**

When adding a request, select a teacher to write the recommendation, a specific or all colleges from your Colleges I'm Applying To list, and any notes to share with your teacher.

