Naviance Help Sheet 2021

Naviance

Naviance is for your supplemental materials – you CANNOT complete applications on this site – you will need to use Common App or the individual college sites. Naviance tutorials are available on our website.

* Resume – you can complete your resume on Naviance or using another template. If you use Naviance, you can create a printable form and print it out.
* Colleges I’m Applying to – this list should be populated with schools you are applying to (you can move them over from your Colleges I’m thinking about list). This list allows for counselors to send materials to these schools.
* MATCHING – If you are using the Common App, you will need to MATCH your common app and Naviance account. To do this, click MATCH ACCOUNTS on the Colleges I’m Applying to page. Follow instructions for Matching.
* Teacher Recommendations-

 In order for a teacher to upload a recommendation and complete a recommendation form on your Naviance account, the teacher will need access to your account. You give them access by requesting them in Naviance. Naviance will automatically send he/she an email with access to upload information in your account.

 On the Colleges I’m Applying to page, scroll to the bottom and click on the green “letters of recommendation section”. Complete the required information

* DO NOT request transcripts on Naviance. You can only request a transcript using the transcript request google form!!!! (see the website for a link)