

NAVIANCE

To sign-in:

1. Use the Naviance icon in Clever

To match Common App to Naviance (Mandatory)

1. Video Tutorial Posted on your Dashboard (left side of page)
2. Do not need to complete the Common App just the few steps mentioned in the Video
 - a. Tip: Must designate 1 college, pick any college that uses Common App
3. Additional matching instructions are available through the guidance office

To add a college to the colleges I'm applying to:

1. Click on the **Colleges I'm Applying To** link under **my colleges** on the homepage of Family Connection.
2. Click **Add to this list**.
3. Indicate the decision type from the drop-down menu.
4. Check the box to request a transcript.
5. Click **Lookup**.
6. Search by name, alpha browse, etc. to find a college.
7. Click the name of the college which fills in that college's name in the box.
8. Continue adding up to 10 schools.
9. Once you have completed your list, click **Add Colleges**.
10. Click the radio button to indicate whether you are applying via Common App, directly to the institution. (Note: *I'm not sure yet* is an option but students should refrain from leaving this as their selection. If students don't decide before materials must be sent, the materials might not reach the institution on time.)

How to request a transcript (student):

1. Select the **Colleges** tab in Family Connection.
2. Click the **Transcripts** link, listed in the **Resources** section of the tab.
3. Click **Request transcripts** for the type of transcript you are requesting.
4. Enter the necessary information. This will differ based on the destination of the transcript.
5. Click **Request Transcripts**.

Note: For a mid year transcript request to be made by the student, the request must be made during the student's initial request for a transcript.

Note: Final Transcripts can only be requested if the student has identified they have been accepted to the college in which they are requesting a final transcript. Additionally, an initial transcript must be sent before the final transcript can be sent.

To request a final transcript in Family Connection:

1. Select the **Colleges** tab.
2. In the **Resources** section, click **Transcripts**.
3. Click **Request transcripts for my college applications**.
4. Check the **Request Final Transcripts** box for the appropriate applications.
5. Click **Request Final Transcript**.