

# **Naviance Guide**

For College-Bound Senior Students

Updated 9/15/2022

# Table of Contents

1. Naviance account access	3
2. Adding colleges that you will be applying to	4
3. Naviance account matching with the Common Application	6
4. Requesting letters of recommendation	.10
5. Transcript requests	13

# **Students: Naviance Account Access**

Step 1: Log into your student google account. Your username should be

(firstnamelastname@capemaytech.com) and password (Tech\$lunchnumber)

## Step 2: After logging in, your student Hawk Haven page will load automatically. Click on the Naviance link.

capemaytech.com bookmarks	م Hawk Haven Student Resource Site
Hawk Haven	Hawk Haven is a home-grown, Cape May Tech STUDENT resource that will serve to inform, support, and educate.
Quick Links Character Education Clubs/Activities	Important Updates and Reminders
Sports Work Based Learning Media Center	We will be holding class meetings in the conference center as follows: 9/9- Sophomores 2nd period, Juniors 4th period , 9/12- Freshman 7th period and Seniors 8th per, 1.
Testing Resources SBYS Support Services Post-Secondary Nurse	PowerSchool       Email       Classroom       Drive       Naviance       My Account
	After School SIGN UP Student Hndbk. Marking Period Dates Bell Schedule Cape May Tech Supported Instructional Tools

## Step 5: Welcome to your homepage!

RAVIANCE BY POWERCHOOL Home Self-Discov	ny Careers Colleges Planner	🖤 🛪 🖾 SS About Me y LOG OUT
Nelcome, Susie!		
Search for Colleges Y Q Type a college name		SEARCH
Juniors	My Favorites	
Welcome Juniors! Please see Ms. Sheets in the Guidance Office for questions abo career planning! Here's a few tips	ut college and COLLECES I'm thinking about	
<ul> <li>You can now attend viurtual visits with college representatives that have signe with our schooll Visits can be found on your homepage under What's New. Click information" to register!</li> </ul>	d up to meet (on "more CollECES I'm applying to	
If you intend to go to college, be sure to take the SAT and/or ACT this Spring	gl (Check each CAREERS AND CLUSTERS I'm thinking about	
Read more	SCHOLARSHIPS & MONEY Favorite Scholarships	
Important To-Dos and Tasks	What's New	

# Students: Adding colleges that you will be applying to

NCE ERISCHOOL Self-Discovery Careers Colly	ges Planner 🛛 🔍 🗸 🔂 🖉 SS About M
e, Susie!	
Search for Colleges Y Q Type a college name	SEARCH
Juniors Go	My Favorites
Welcome Juniors! Please see Ms. Sheets in the Guidance Office for questions about college and career planning! Here's a few tips	COLLEGES I'm thinking about
<ul> <li>You can now attend viurtual visits with college representatives that have signed up to meet with our schooll Visits can be found on your homepage under What's New. Click on "more information" to register!</li> </ul>	S COLLEGES I'm applying to
• If you intend to go to college, be sure to take the SAT and/or ACT this Springl (Check each	CAREERS AND CLUSTERS I'm thinking about
Read more	SCHOLARSHIPS & MONEY Favorite Scholarships
Important To-Dos and Tasks	What's New

## Step 1: From your homepage, click on "Colleges I'm applying to"

+

Step 2: Click on the pink/red

## button. Disregard the "Match Accounts" for now.

) NAVI BY P	ANCE	Home	Self-Discovery Careers	Colleges Planner				♥ •   ♥   🛛   😒	About Me 🔻 LOG OUT
Colleges	I'm applying to							Search	for colleges
It look Match	s like you are not currently able to apply to Common App sch your Common App account to Naviance Student account to get	hools. t started.						м	atch Accounts
								Application N	Ailestones 🕂
		* = extende	d profile available:						REMOVE
	College	Туре	Deadline	Transcripts	Office materials	Submission Type 🟮	Application		
	✤ University of Pennsylvania	RD	Regular January Decision 5	no request	Pending	CA	Unknown 🗙	🖋 EDIT	MORE 1
	✤ Rowan University	OTHR	Other December 1	no request	Pending	CA	Unknown 🗸	🖋 EDIT	MORE
	* Rutgers University-New Brunswick	EA	Early November Action 1	no request	Initial materials submitted	Ð	Unknown 🗸	🖋 EDIT	MORE I
	✤ West Chester University of Pennsylvania	ROLL	Rolling January 26	no request	Pending	CA	Unknown 🗸	🖋 EDIT	MORE !

#### <u>Step 3:</u>

- 1. Type in and select your college.
- 2. Indicate your application type
- 3. Indicate how you'll be submitting your application
- 4. Check the box if you've already submitted an application.
- 5. Lastly, press "Add Application." Repeat this process for every college that you are applying to.

NAVIANCE	Home	Self-Discovery	Careers	Colleges	Planner
K Cancel					
Which college are you applying to?					
Drexel University, Philadelphia, PA		×			
Colleges already in your application list would be unavailable for selection.					
App type					
Regular Decision January 15		~			
I'll submit my application					
Via Common App		~			
I've submitted my application					
Add Application					
Add Application					

Step 4: View your college list. If you have more than one college that accepts the Common Application, it would make sense for you to create a Common Application Account. You can see this by looking at the icons below. The icons indicate which colleges accept the Common Application.

ones 🕂
REMOVE
4ORE I
MORE I
MORE I
MORE I
MORE :
~ ~

Note that not all colleges accept the Common Application. Conversely, some only accept the Common Application. Some colleges also have the option of applying directly through the website. It is your responsibility to track all of your applications and types.

# Naviance Account Matching with the Common App

<u>Step 1</u>: Create a Common Application **if you need one**. The Common Application allows you to apply to many colleges using one application. It is accepted by over 900 colleges. The Common Application can be found at <u>https://www.commonapp.org/</u>

#### DO NOT USE YOUR CAPETECH EMAIL ADDRESS TO REGISTER COLLEGE ACCOUNTS OR APPLICATIONS



# Step 2: After you've created a Common Application account, you will need to add colleges to your list (use the College Search Tab)

					CAID 24999873 valeriesheets@comcast
Dashboar	rd My Colleges Common App	Search Financial Aid Resources			
	ollege Search	Application Requirement		Need help? Q	
	llege or City Name			How do I search for a college?	
S	Stockton  earste multiple search terms with a comma, e.g.: Washington	, Boston		allows you to find the Common App member colleges that interest you.	
C	√ More filters			How do I find colleges that are a good fit for me?	
3 re	sults	Sort by: College Nam	e 🕶	Planning for college doesn't have to be stressful. There	
	Culver-Stockton College Canton, MO - USA	:		are many free tools that can help you explore majors <u>Read more</u>	
	Stockton University     Galloway, NJ - USA	:			
	University of the Pacific     Stockton, CA - USA	:			

Dashboard My Colleges	Common App College Search Financial Aid Resources		Welcome CAID 2499 valerieshe
Common App Profile Family Education Testing Activities Writing Courses & Grades 0 college(s) require	Education       Preview         Current or Most Recent Secondary/High School       Image: Control of the secondary/High School         Current or most recent secondary/High School       Image: Control of the secondary/High School         Current or most recent secondary/High School       Image: Control of the secondary/High School         Current or most recent secondary/High School       Image: Control of the secondary/High School         Cape May Countly Technical High School       Image: Control of the secondary Control of the secondary Count House, NJ 08210-1696         USA       Public         CEEB Code : 310207       Image: Change         Image: Change       Image: Change         Date of entry*       Image: Control of the secondary Count House, August 2002)	Need help? Q Why can't I find a school or college in the lookup list? When searching for a high school or a college within your Common App, you may not find the school in Read more	

## Step 3: Enter your high school information in the education section of the common app

## **<u>Step 4:</u>** Complete your FERPA waiver in the My Colleges tab.

			valenesneets
$\sim$			
Dashboard My Colleges	Common App College Search Financial Aid Resources		
	×		
My Colleges	Decommonders & EEDDA	Need help? Q	
Rowan University 🔺		What is an advisor?	
College Information	FERPA Release Authorization Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Dipter and Dipter and Dipter and CEEDA) release authorization process	An advisor is a type of recommender for your	
Application Questions	Complete the Parmity Educational Rights and Privacy ACt (PERPA) release authorization process.	receive support from Read more	
 Recommenders and FERPA	Complete Release Authorization	Naviance: How do students add and assign recommenders?	
Review and Submit - Common App	Continue	If your school uses Naviance, you will not be	
		able to assign counselor or teacher recommendations	
		Kead more	
		What is the FERPA Waiver?	
		Since FERPA is a complex	

Step 5: Once you've completed steps 1-4, you will be able to match your Naviance account with your Common App account. Log in to your Naviance account and go to the "Colleges I'm applying to" section.

CE Self-Discovery Careers Col	leges Planner
Susie!	
Search for Colleges Y Type a college name	SEARCH
Juniors 60	My Favorites
Welcome Juniors! Please see Ms. Sheets in the Guidance Office for questions about college and career planning! Here's a few tips	COLLEGES I'm thinking about
<ul> <li>You can now attend viurtual visits with college representatives that have signed up to meet with our schooll Visits can be found on your homepage under What's New. Click on "more information" to register!</li> </ul>	Solleces I'm applying to
If you intend to go to college, be sure to take the SAT and/or ACT this Springl (Check each Read more	I'm thinking about
	SCHOLARSHIPS & MONEY Favorite Scholarships
Important To-Dos and Tasks	What's New
TASK Complete Student Profile Form for Letters of Recommendation No Due Date Assigned by Valerie Sheets	Nothing new to review this visit. Check back later.

### Step 6: When you match your accounts, all colleges that you have listed in your Common

Application will pre-populate into your Naviance account. Press "Match Accounts" when you are ready.

🛞 NA	VIANCE BY POWERSCHOOL	Hom	e Self-Discovery Careers	Colleges Planner				🕽 🖾 ا 📭 ا	About Me ¥ LOG OUT
Colleg	es I'm applying to							🔍 Seare	:h for colleges
<li>It lo Mat</li>	It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. Match Your Common App account to Student account to get started.								
								🖹 Applicatio	
		* = ext	ended profile available						REMOVE
	College	Туре	Deadline	Transcripts	Office materials	Submission Type 🚯	Application		
	+ Drexel University	RD	Regular January Decision 15	no request	Pending	CA	Unknown 💙	🖋 EDIT	MORE 1
	Georgetown University	RD	Regular January Decision 10	no request	Pending	302	Unknown 🗸	🖋 EDIT	MORE 1
	★ Rowan University	OTHR	Other December 1	no request	Pending	CA	Unknown 🗸	🖋 EDIT	MORE 1
	✤ Rutgers University-New Brunswick	EA	Early November Action 1	no request	Initial materials submitted	<b>P</b>	Unknown 💙	🖋 EDIT	MORE 1
	+ West Chester University of Pennsylvania	ROLL	Rolling January 26	no request	Pending	CA	Unknown 💙	🖉 EDIT	MORE 1

Step 7: When you press "Match Accounts" you will see the screen below. You will need to confirm permission. Once complete, you will be redirected back to Naviance.



# **Requesting Letters of Recommendation**

All requests for letters of recommendation from teachers must be submitted via Naviance. Teachers who agree to write a letter of recommendation for you will be submitting letters electronically on your behalf through the Naviance platform. The letters will go directly to the colleges you are applying to.

It is the responsibility of the student to request and track letters of recommendation from teachers. Please keep in mind that teachers are not obligated to write recommendation letters for students, and that teachers can refuse to write a letter of recommendation for you.

Please allow teachers ample time to write letters (at least two weeks) as they receive many requests.

#### How to request letters of recommendation

<u>Step 1</u>: Students must verbally ask a teacher to write a letter of recommendation before entering the request in Naviance. Note that teachers are not obligated to write letters of recommendation for students.

Step 2: After you've spoken with the teacher, log in to your Naviance Account. From the home page, click on "Colleges" at the top of the page and then click on "Letters of Recommendation."

udent.naviance.com/main		(			••
		Home Self-Discovery Careers Co	lleges Planner		🛛 🛡 🔻 🖙 🛛 🔀 🛛 SS Abou
, Susie! Search for Colleges	<ul> <li>★ College Home</li> <li>Find Your fit</li> <li>SuperMatch College Search</li> <li>Advanced College Search</li> <li>College Lookup</li> </ul>	Research Colleges Colleges I'm Thinking About College Visits College Resources Acceptance History Enrichment Programs College Maps	Apply to College <u>Colleges I'm Applying to</u> Letters of Recommendation Test Scores	Scholarships & Money College-Specific Scholarships Scholarship Search Favorite Scholarships	SEARCH
Welcome Juniors! Plea career planning! Here' • You can now attent with our school! Vis information" to reg • If you intend to go Read more	ise see Ms. Sheets in the Guidance C s a few tips d viurtual visits with college represe sits can be found on your homepage gister! o to college, be sure to take the SAT	Dffice for questions about college and ntatives that have signed up to meet under What's New. Click on "more F and/or ACT this Spring! (Check each	COLLECES I'm thinking about COLLECES I'm applying to CAREERS AND CLUSTERS I'm thinking about SCHOLARSHIPS & MONEY Favorite Scholarships		
Important To-Dos	s and Tasks		What's New		
🖹 TASK Complete	Student Profile Form for Letters of R	ecommendation	Nothing new to review this visit. C	heck back later.	

### Step 3: Click on "Add Request" and select your teacher from the drop down list.

Lette	ers of recommendation			
Ado	d new request			
Here	you can ask a teacher to writ	e you a letter of recommendation. Make sure you	give your teachers plenty of time to write your recommendations!	
			Cancel Submit Request	
1.	Who would you lil	ke to write this recommendation	n?*	
	Select A Teacher	~		
2.	Select the recomm	nendation request type:*		
	<ul> <li>General request</li> <li>Select this if you are read</li> </ul>	ly to request a recommendation without selecting	a specific college	
	Specific request Select this if you are requ	iesting a recommendation for specific colleges from	n your Colleges I'm Applying To list	
	Select All	Colleges *	Due ^	
		Drexel University 1 required / 5 allowed / 0 requested	Jan 15 2023	

#### <u>Step 4:</u>

Be sure to click the button that says "General Request" This will allow teachers to write one letter of recommendation and send it to all of your colleges. A "specific request" will send your letter to only one school!

T. AAL	o would you lik	e to write this recommendation:		
Sele	ect A Teacher	~		
2. Sel	ect the recomm	endation request type:*		
) o g	General request			
S	Select this if you are ready	to request a recommendation without selecting a spe	cific college	
🔘 Sp	pecific request			
S	Select this if you are reque	esting a recommendation for specific colleges from you	r Colleges I'm Applying To list	
	Select All	Colleges *	Due *	
		Drexel University 1 required / 5 allowed / 0 requested	Jan 15 2023	
		Georgetown University required / allowed / 0 requested	Jan 10 2023	
		Rowan University 2 required / 5 allowed / 0 requested	Dec 01 2021	
		Rutgers University-New Brunswick	Nov 01 2020	

**<u>Step 5:</u>** Lastly, add a personal note, for example: "Dear Mr. Smith, thank you for agreeing to write me a letter of recommendation. Let me know if you need anything from me." Then press "Submit Request."

Most colleges require letters of recommendation from two teachers, so you will need to do this twice.

Select this if you are	requesting a recommendation for specific colleges from your C	olleges I'm Applying To list
Select All	Colleges ^	Due ^
	Drexel University 1 required / 5 allowed / 0 requested	Jan 15 2023
	Georgetown University required / allowed / 0 requested	Jan 10 2023
	Rowan University 2 required / 5 allowed / 0 requested	Dec 01 2021
	Rutgers University-New Brunswick required / allowed / 0 requested	Nov 01 2020
	West Chester University of Pennsylvania 0 required / 2 allowed / 0 requested	Jan 28 2022
. Include a perso bout your reque	onal note to remind your recommende st:	r about your great qualities and any specifics

# **Transcript Requests**

- All transcript requests from current seniors must be completed in Naviance. Emailed transcript requests will not be acknowledged.
- Naviance will track the date and time of your transcript request. Students, in turn, will be able to see when their transcripts have been submitted to colleges in Naviance.
- Transcript requests must be submitted in Naviance at least <u>10 business days</u> before the application submission deadline. This is because, in addition to your application, colleges want all supporting documents by the application deadline. Supporting documents include letters of recommendation, transcripts, and school reports. These items take time for school staff to prepare and send. Missing documents may cause your application to be incomplete, and ultimately rejected if all your documents are not received by the deadline. Transcript requests will not be processed on weekends or holiday breaks. The school is not responsible for missing documents due to "last minute" or late requests received from students.
- **Transcripts should only be requested after the student has submitted his/her application.** If your transcript is received by the college prior to receiving your application, the transcript will be discarded by the college admissions office because there will be no application to associate it with.
- Official SAT and ACT scores are not listed on your initial transcript due to the "Score Choice" programs offered by the SAT and ACT. Students must choose and send their official exam scores to the colleges directly from the SAT website or the ACT website (depending on which exam(s) were taken).

Step 1: Log in to your Naviance account. From your homepage, click on "Colleges I'm Applying To."

Home Self-Discovery Careers Colle	ges Planner	🖤 🔻 🖙 🛛 🐹 🛛 SS) Abou
e a college name		SEARCH
English 🖌 Go	My Favorites	
idance Office for questions about college and	COLLECES I'm thinking about	
representatives that have signed up to meet mepage under What's New. Click on "more	COLLEGES I'm applying to	
the SAT and/or ACT this Spring! (Check each	CAREERS AND CLUSTERS I'm thinking about	
	SCHOLARSHIPS & MONEY	
	Home     Self-Discovery     Careers     Colle       e a college name     English     College     College       idance Office for questions about college and     representatives that have signed up to meet     Gold       impage under What's New. Click on "more     the SAT and/or ACT this Springl (Check each	Here     Self-Discovery     Careers     College     Planner   e a college name       e a college name     My Favorites   idance Office for questions about college and       english     College     My Favorites   colleces       idance Office for questions about college and       independentives that have signed up to meet     Colleces       representatives that have signed up to meet     Colleces       the SAT and/or ACT this Springl (Check each     Careers AND CLUSTERS       I'm thinking about     Careers AND CLUSTERS

## Step 2: Click on "+ Request Transcripts"

Colle	ges I'm applying to								Search 1	or colleges
✓ Yo Yo	ur Common App account has been matched. ur FERPA waiver is incomplete.									
						A 🕈	Aanage Transcripts	Application Miles	stones 📶 Co	mpare Me
		* = exte	ended profile available					+ REQ	UEST TRANSCRI	TS REMOVE
	College	Туре	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 🚺	Application		
	+ Drexel University	RD	Regular January Type ecision 15	N/A	no request	Pending	CA	Unknown 🗸	🖋 EDIT	MORE !
	Georgetown University	RD	Regular January Decision 10	N/A	no request	Pending	202	Unknown 💙	🖋 EDIT	MORE I
	✤ Rowan University	OTHR	Other December 1	N/A	no request	Pending	CA	Unknown 💙	🖋 EDIT	MORE :
	+ Rutgers University-New Brunswick	EA	Early November Action 1	N/A	no request	Initial materials submitted	Ð	Unknown 💙	🖋 EDIT	MORE I
	+ West Chester University of Pennsylvania	ROLL	Rolling January 26	N/A	no request	Pending	CA	Unknown 🗸	🖋 EDIT	MORE !

## <u>Step 3:</u>

- Under "What type of transcript are you requesting?" click on "Initial."
- Then, use the drop box to select which college(s) you are requesting a transcript for and press "Done".
- Complete the request by clicking on "Request and Finish." *Note: Colleges must be listed in your "Colleges I'm Applying To" section in order to appear.*

Cancel	Request College Application Transcript
Use this form to request transcripts for your college applications. Y application/s will not be undone. You can check the status of any tr	You can request additional transcripts, such as midyear transcripts later using Add Transcript Rec transcript request in Manage Transcripts.
What type of transcript are you requesting?	
✓ Initial	