<u>Using Naviance for the</u> <u>College Application &</u> <u>Transcript Request Process</u>

Naviance is a crucial resource in the college application process... *Use this page as a checklist to make sure you have completed everything*

It **MUST** be used for the following tasks:

- 1. ___Create a Resume/Activity Sheet (Due June 18, 2012)
- 2. ___Create a Senior Uniqueness Sheet (Due June 18, 2012)
- 3. ___Create a Parent Brag Sheet (Due June 18, 2012)
- Waive your right (given under FERPA) to read/have access to your counselor and teacher recommendations
- 5. ____Verify your Common Application Account
- 6. ____Indicate whether using the Common Application for each application
- 7. ____Request Teacher Recommendations (i.e. If you need to request a transcript by October 11^{th} for a November 1^{st} deadline, you should ask teachers no later than September 26^{th} with a due date of October 11^{th})
- 8. ____Request your HS Transcripts to be sent to colleges (VHS will automatically
 - also send teacher and counselor letters of recommendation along with transcript)
- 9. ____Track Application Submission Status

* Logging in*

- The website to access Naviance is: http://connection.naviance.com/vhsnj
- Every student and parent needs a registration code to register.
- If you lost your registration code, please contact Mrs. Newman.
- If you misplaced your password, click on "forgot password" link on the home page.
- IT is CRITICAL that students and parents create their own separate accounts linked to their own personal email. *If you're current e-mail is not "college appropriate", please create a new one.*

Log In Page

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C C C Attps://connection.naviance.com/fc/signin.php?hsid=vhsnj		💌 🔒 Naviance, Inc. [US] 🛛 🚱 🐓 🗙 🔽 Bing	P -
File Edit View Favorites Tools Help 🛛 🗙 🌚 Convert	👻 🛃 Select		
🖕 Favorites 🛛 🖕 🔊 Information for Counselors 🤤 Process Transcript Request	s 🧔 Naviance eDocs 🛣 Verona High School 🙋 Ver	/erona High School Cashill, 🤤 View Student Summary (2) 🏮 View Student Summary 📶 Fre	ee Hotmail »
😁 💌 🛣 Verona High School 🔤 Naviance eDocs 🔤 Far	nily Connection X	🏠 🔻 🔝 🐇 🖃 🔶 👻 Page 👻 Safety 🕶	Tools 🔹 🔞 🔹 🎽
			~
Welcome to Fa	amily Connection		
Nice to see you again! Pl	ease log in.		
		are you new here?	
e-mail		i'm a quest >	
		i need to register >	
password	_		
🗆 remember me			
Log In			
forgot your password?	need additional help?		
		Verona High School 151 Fairview Ave	
		Verona NJ 07044-1320	
		p. (575) 255-5500	

1. Create a Resume/Activity Sheet (see image on pg. 4)

- The resume/activity sheet is necessary to assist your counselor in writing your letter of recommendation. Also, many colleges require an activity sheet as part of their application. This resource is a great tool to help get that completed.
- To access the resume/activity sheet, log in (to the student's account) -> click on the "About Me" tab at the top of the screen -> click on resume.
- Add whichever entries are applicable. Sections to focus on are volunteer services, extracurricular activities, awards, skills, athletic/musical achievements and leadership experiences.
- The resume can be added to or edited.

2. Complete the Senior Uniqueness Form (see image on pg. 4)

- The senior uniqueness form is required by all students applying to 4-year colleges to assist your counselor and teachers in writing your letters of recommendation.
- To access the senior uniqueness form, log in (to the student's account) ->click on the "About Me" tab at the top of the screen -> at the left of the screen under "surveys to take," click on senior uniqueness form.
- Follow the instructions that come up. The uniqueness form can be added to or edited.

3. Complete the

Parent Brag Sheet (see image on pg. 4)

- The parent brag sheet is requested of all parents whose students are applying to 4-year colleges to assist your counselor and teachers in writing your child's letters of recommendation.
- To access the parent brag sheet, log in (to the parent's account) -> click on the "About Me" tab at the top of the screen -> at the left of the screen under "surveys to take," click on parent brag sheet.
- Follow the instructions that come up. The brag sheet can be added to or edited.

colleges	careers about me	
surveys to take:	interesting things about me	
survey history	> favorite colleges	> game plan
	> favorite careers and clusters	> documents
	> personality type	> journal
	> learning style	> checklist
	> resume	> completed surveys
	official things	
	> profile	> test scores
	> account	

Student Resume and Senior Uniqueness Form

Parent Brag Sheet

fa	amily con	nection				
home	colleges	careers	about me			
surve	surveys to take:	my parent profile				
survey history		> my profile			> my account	
		> <u>my inbox</u>				
/						

4. Waive your right (given under FERPA) to read/have access to your counselor and teacher recommendations (see image on pg. 6)

- Under the Family Educational Rights and Privacy Act (FERPA), students have a right to see their academic file, which includes letters of recommendations. Colleges ask you to (and would prefer you to) waive this right in order to keep recommendations confidential. (For more information about FERPA, visit: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
- Students must choose whether to waive their right to read their recommendations or not.
- To indicate your decision, log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen ->under my colleges, click on "Colleges I am Applying To." A blue box titled "Important Privacy Notice for Common Application" will appear. In this box, read the FERPA information and then click YES, I DO WAIVE MY RIGHT TO ACCESS.... or NO, I DO NOT WAIVE MY RIGHT TO ACCESS... Click Submit.
- NOTE: teachers can say no to writing your recommendation if you choose not to waive your right. Also, not waiving your right will jeopardize the validity of recommendations in the application process.
- Click the box to authorize Verona to release your high school transcript to all colleges to which you are applying.

5. Verify your Common Application Account (see image on pg. 6)

 Naviance and the Common Application are linked and work cooperatively throughout the application process. It is VERY IMPORTANT that your Common Application username and password be entered CORRECTLY into Naviance. Until this happens, your counselor will not be able to send your transcripts to schools and your application status will not be trackable.

- To enter your Common Application username and password, log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen >under my colleges, click on "Colleges I am Applying To." A blue box titled "Important Privacy Notice for Common Application" will appear. Scroll to the bottom of the blue box to where it says PLEASE ENTER YOUR COMMON APPLICATION ONLINE USERNAME AND PASSWORD. Enter the Username and password. Click submit.
- NOTE: this information will ONLY be used to look-up your account so that your counselor and teachers may submit your recommendation forms online.

colleges	careers about me
search for colleges:	colleges I'm applying to
MORE SEARCH OPTIONS >>	IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.
my colleges	I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:
Vaive access to	1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
ecommendations	I waive my right to access below, regardless of the institution to which it is sent:
	Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
college research	No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.
> college compare	By completing this form 1 authorize all schools that I have attended to release all requested records covered under the Family
Authorize	Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to
release of	which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school
transcript	forms submitted on my behalf.
scattergrams acceptance history	Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.
scholarships & money	Common application username:
> scholarship match	Common application password:
> scholarship list	Confirm password: App Account
> scholarship	
applications	submit

6. Indicate whether using the Common Application for each application (see image on pg. 8)

- Some schools that accept the Common Application also offer the option of their own application instead (e.g. priority applications). It is VERY IMPORTANT to indicate whether you are choosing the Common Application or not. If a school accepts the Common Application, but you choose to not use it, your counselor is unable to send your transcripts, school profile and recommendations electronically and will have to send your documents via postal mail.
- To indicate whether you are using the common app., log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen -> under my colleges, click on "Colleges I am Applying To." All schools for which you have requested transcripts will be listed under "Colleges I am Applying To." Next to each school that accepts the Common Application (^{CO}), under the heading "Applying via the Common App," choose Yes or No.

colleges I'm applying to

+ add to this list | request transcripts | view detailed status | compare me



7. Request Teacher Recommendations (see images on pgs. 8 & 9)

- Before requesting recommendations through Naviance, make sure you have requested a recommendation in person and the teacher has agreed to write you a letter.
- You must then make the request electronically. To request electronically, log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen -> under my colleges, click on "Colleges I am Applying To." Scroll down, under the heading "Teacher Recommendations," click on "Add/Cancel requests."

Teacher Recommendations add/cancel requests No teachers currently listed.

- Under the heading "teacher" use the drop-down options to find the 2 (or more) teachers you are asking.
- Click "Update Requests" (see below).

colleges	careers	about me	
irch for colleges	request teacl	ners to prepare	e recommendations
E SEARCH OPTIONS >>	Add New Requ	ests	
colleges lleges I'm thinking lout lleges I'm applying	Teacher (select teacher)	v	Personal note to teacher (optional)
illege visits age research illege match illege compare	(select teacher)	•	
	Cancel		Update Requests

8. Request your HS transcript to be sent to colleges (see image on pg. 10)

- Every college you apply to requires an official copy of your high school transcript. •
- To request your transcript to be sent, log in (to the student's account) ->click on • the "Colleges" tab at the top of the screen -> at the left of the screen under "resources," click on transcripts. Then select "Requests transcripts for my college applications."
- Enter the name of the school you are applying to and the type of application • decision (It's very important to indicate if you are applying: Rolling, Early Decision, Early Action or Regular Decision)
- Letters of recommendations will be sent along with your transcripts. •
- Verona High School guarantees that transcripts will be sent out within 15 SCHOOL DAYS of the transcript request. Please watch deadlines and plan ahead!

colleges	careers	about me		
Ch for colleges: Go SEARCH OPTIONS >>	request trans	scripts for college mit official transcript requests acking number.	e applications for your college applications. Once you su	Jbmit your request to the high s
	New Applicatio	ns		
olleges	Use the area below if	you would like to request tra	nscripts for colleges that are not already in	your list of applications.
leges I'm thinking out	Туре		College	
leges I'm applying	Regular Decision	~	(click lookup)	:: <u>lookup</u>
<u>lege visits</u>	Regular Decision Rolling Priority		(click lookup)	:: lookup
de research	Early Decision		(click lookup)	:: <u>lookup</u>
lege compare	Early Action	20 R4	(click lookup)	:: <u>lookup</u>
lege lookup	Restrictive Early A Other	Action	(click lookup)	:: lookup
lege search	Regular Decision	~	(click lookup)	:: lookup
lege resources	rtegalar Decision		(enert reentap)	
lege maps	Regular Decision	*	(click lookup)	:: <u>lookup</u>
<u>attergrams</u>	Regular Decision	~	(click lookup)	:: lookup

ceptance history

:: lookup

9. Track Application Submission Status (see image on pg. 11)

- Through Naviance, you are able to the check the submission status of all of your applications.
- To track, log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen -> under My Colleges, click on "Colleges I Am Applying To." All schools for which you have requested transcript will be listed under "Colleges I Am Applying To."
- On this graph, you can track:
 - Transcripts: whether transcripts were requested by the student and sent by the guidance office.
 - Office Status: whether initial materials (profile, recommendations) were sent by the guidance office.
 - My Applications: the student must indicate if they have submitted their part of the application.
 - Results: the student must indicate if they were accepted, denied, waitlisted, or deferred.

colleges I'm applying to

+ add to this list | request transcripts | view detailed status | compare me

College	Туре	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	Му Арр.	Results	EDIT CO
Amherst Coll	RD	Yes		N/A	1/1/11	requested	Pending	have you applied?	Unknown	()
Brown Univ	RD	Yes	CA	N/A	1/1/11	sent	Initial materials submitted	app submitted	Unknown	600
Connecticut College	e RD	Yes	CA	N/A	1/1/11	requested	Pending	have you applied?	Unknown	60
Kenyon Coll	RD	Yes	CA	N/A	1/15/11	sent	Initial materials submitted	app submitted	Unknown	600
Tufts Univ	RD	Yes	CA	N/A	1/3/11	sent	Initial materials submitted	app submitted	Unknown	600
Vassar Coll	RD	Yes	CA	N/A	1/1/11	sent	Initial materials submitted	app submitted	Unknown	()
Washington Univ in Louis	<u>St</u> ED	Yes	CA	N/A	11/15/10	sent	Initial materials submitted	app submitted	Accepted	6