

## **How to Log into your Naviance Account**

- How access Naviance:
  - Go to your Clever Home Page (accessible through your Northwest email address and student ID number)
  - Click on the Naviance App
  - This will direct you to your Naviance Student page

## **Student Directions for Matching the Common App in Naviance**

- Navigate to Colleges > Colleges I'm applying to (Found under "My Favorites") ● If the accounts are not matched, a message will display at the top of the window, along with a **Match Accounts** button.
- Click **Match Accounts**
  - A student is eligible to complete the Common App Account Matching process if they have done the following
    - Created a common App account on Common App
    - Added at least on college on Common App
    - Signed the Common App FERPA Release Authorization on Common App
    - Type in the Common App email address you used to create your account in the "Match Your Accounts" box labeled **Common App Email Address**
- Once you have matched your accounts you will receive a message in a green bar across the top that states "Your common app has been matched".

## **Directions for Adding Colleges and Requesting Transcripts**

- Navigate to Colleges > Colleges I'm applying To (Found under "My Favorites") then click on the red circle with white plus symbol in the middle
- Fill in "**Which College are you applying to**"
- If it is a Common App school it will not be accessible (use above directions)
- Add the "**App Type**" (ie Regular Decision, Early Action, etc)
- Click "**I'll submit my application**" (if you have done this step or skip it)
- Click the button "Add and request transcript"

- Click “initial”
- Click button that says “Request and Finish”
- **Once you have submitted your request please be sure to email or speak to your counselor directly in order for them to know that you have a request waiting. There is often a long delay from when you submit your request and when we receive an email notification from the Naviance system.**

### **Student Directions for Requesting a Letter of Recommendation**

- Navigate to Colleges > Colleges I’m applying To (Found under “My Favorites”)
- A list of the colleges you have applied to will appear (once they have been added, see directions above)
- Scroll down to the bottom of the screen
- Click on “letters of recommendation section” written in blue and it links you to a new page
- In the top right corner click the blue button labeled “Add a Request”
- Next select a teacher from the drop down menu
- Choose a specific college or all colleges (if you choose a specific college you will need to click on the box next to the specific college(s) you are needing a recommendation letter sent.)
- Write a personal note to remind your recommender about your great qualities and any specifics about your request.
- Hit the blue button on the bottom right of the screen labeled “ Submit Request”