

How to Log into your Naviance Account

- How to Log in to Naviance:
 - After logging into the Chromebook the Clever site should automatically pop up. If not, have students log into Clever (www.clever.com/in/nwlsd)
 - Select log in with Google
 - Click on the Naviance tile
 - This will take you to your Naviance Student page
- **Butler Tech Directions to using Clever**
 - Have student log into Clever (clever.com)
 - Select log in as a student then type in Colerain High School Cincinnati
 - Select log in with Google
 - User name is the students e-mail, and the password is what they enter to log into the schools computer system (typically their student ID #)
 - Select the Naviance tile on the Clever Homepage

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".
- **You must now email or speak to your counselor directly in order for them to know that you have submitted this request. There will be no other way for the counselor to know that it was requested.**

Here is a video link to show how to match the common app

<http://community.naviance.com/t5/Naviance-eDocs/Common-App-Account-Matching-Tutorial/ta-p/10008>

Student Directions for Adding Colleges and Requesting Transcripts in Naviance

- Navigate to Colleges > Colleges I'm applying To (Found under "My Favorites")
- 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 is "Request and Finish"
- **You must now email or speak to your counselor directly in order for them to know that you have submitted this request. There will be no other way for the counselor to know that it was requested.**

Here is a video link to show how to request a transcript:

<http://community.naviance.com/t5/Naviance-Video-Lessons/Video-Lesson-Transcript-Requests-in-Naviance-Student/ta-p/25918>

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 on 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”
- ***You must now email or speak to your teacher directly in order for them to know that you have submitted this request. There will be no other way for the teacher to know that it was requested.***

Here is a video to request letters of recommendations:

<http://community.naviance.com/t5/Naviance-Video-Lessons/Video-Lesson-Requesting-a-Letter-of-Recommendation-in-Naviance/ta-p/25743>