**ALL THINGS NAVIANCE-STUDENT EDITION**

**How to add schools to your account**

* This is done under the **COLLEGES** tab by selecting **COLLEGES I’M APPLYING TO**. Click the red + sign in the top right corner and search the school you wish to apply to.
  + Be sure to adjust the deadline you are applying to in the dropdown menu. **IT WILL AUTOMATICALLY DEFAULT TO REGULAR IF YOU MISS THIS STEP.**
  + If the school is on the Common Application, you will also have to specify here if you wish to use that or will apply on the university’s website.
  + Now, you can click **ADD AND REQUEST TRANSCRIPT**.
    - Be sure to let you counselor when transcripts are requested because Naviance does not alert us.
* When your materials are sent by your counselor, **INTIAL MATERIALS SENT** will be displayed under **OFFICE STATUS**.
* Need to add recommenders?
  + Scroll down on the **COLLEGES I’M APPLYING TO** section to Letters of Recommendation.
  + Click on the hyperlink there, **LETTERS OF RECOMMENDATION SECTION**.
  + Then select, **ADD REQUEST**.
  + Be sure to communicate with your recommenders if new schools are added throughout the school year.

**A Few things to Remember**

* **WE DO NOT GET ALERTS FROM NAVIANCE WHEN THINGS CHANGE ON YOUR ACCOUNT**.
  + If you add new schools after you know your counselor has sent materials for you, it is best practice to send them an email or stop by to let them know.
* Please allow us at least 10 days to complete requests in Naviance.
* If you decide to not apply to a school on your list, let you counselor know so that we can remove it from your account or else you will be charged for the transcript.
* When you receive an admissions decision, please update your account. Our data is only as good as what you input.
* Test scores are for statistical purposes only. Scores must be directly sent from the official testing organizations.
* Be sure your email address is up to date in Naviance. That is how you are alerted about various events on campus or opportunities for scholarships/programs.