

CMIT Academy North Naviance **Step-by-Step Directions for Setting up your Naviance Account for College Applications**

BEFORE YOU BEGIN

You must have a Naviance account in order for your counselor to send materials to your colleges. If you do not, please contact your counselor.

ADDING COLLEGES TO NAVIANCE

You must add the colleges you are applying to on your Naviance account for your counselor to be able to send materials to colleges. Please follow the steps below:

1. Log into Naviance (link located under Counselor tab on CMIT Academy North website)
2. Choose “Colleges” Tab
3. Select “Colleges I’m Applying To” and then click “+ Add to this List”
4. Select “Lookup” (in blue) to find your school
5. Choose “Early Action” as your “Type” of application
6. Repeat to add additional colleges you are applying to
7. Select “Add Colleges” at the bottom once you have selected all of your colleges

Note: You can add colleges whenever you want to – but if you do this after the deadline your counselor gives you, you must email them *each time* you update your college list. This list must include ALL colleges you have added to your CommonApp in addition to schools you are applying to outside of CommonApp.

IMPORTANT: It is crucial that you select the correct application Type (i.e. Rolling, Early Action, Regular, etc.) as your teachers sometimes use these deadlines as the date by which they will complete and upload your letters. It is better to indicate an Early Action deadline so that your letters are ready sooner.

LINKING YOUR NAVIANCE AND COMMON APP ACCOUNT

You must link these two accounts if you are applying to any schools via CommonApp to allow your counselor to send materials to those schools. Please follow the steps on the following video:

<https://www.naviance.com/resources/entry/how-to-match-your-common-app-and-naviance-accounts> or follow the steps below. **Important: Your CommonApp account information**

(name, birthday, and email address) must be the same in CommonApp and Naviance.

1. Log into your Naviance account
2. Click the “Colleges” tab
3. Click “Colleges I’m applying to”
4. Complete the “Privacy Notice for Common Application” in the aqua box – make sure to have your CommonApp login information available – see image below

⇒ **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.

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:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. 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.

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.

By completing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to 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 forms submitted on my behalf.

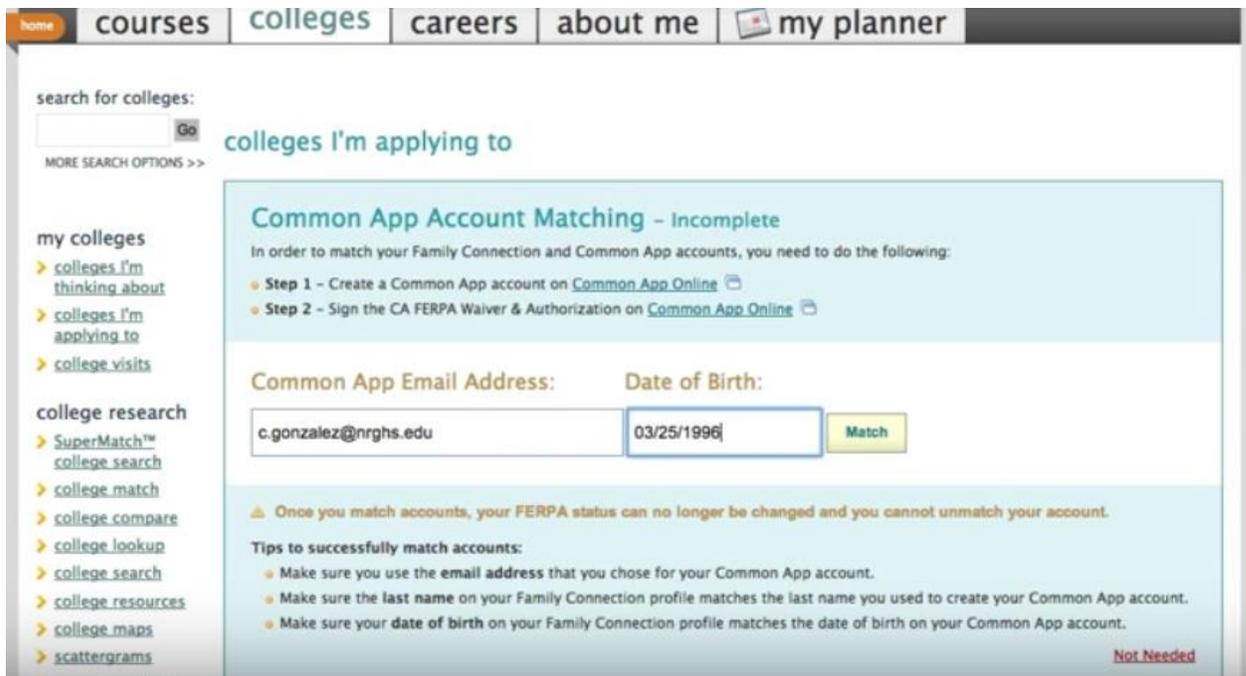
Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

Common application username:

Common application password:

Confirm password:

5. You only need to do this one time.
 - a. Check “Yes” to waive your rights to access your recommendations in the future (otherwise your teachers will not be willing to upload your letters, which makes your application process more complicated)
 - b. Check the box to authorize the release of records
 - c. Fill in your CommonApp login information *exactly* (Note: you must have already set up your CommonApp account)
 - d. Click Submit
6. Complete the initial CommonApp tasks:
 - a. “Current or Most Recent School” segment of the education section located under the CommonApp tab
 - b. Add all of your colleges to the “My Colleges” list
 - c. Read and Sign the FERPA Release and Authorization form in the Recommenders and FERPA section of the “My Colleges” tab
 - i. Note: you must waive your right to review your recommendations and supporting documents or teachers and counselors will not be willing to upload your letters (which makes your application process more complicated)
7. Go back to Naviance and complete the “CommonApp Account Matching” screen and click “Match” – see image on the next page.



- Review your colleges in the “College I’m Applying to” tab and for all CommonApp schools, click the “Yes/No” button to update to “Yes” for all CommonApp schools.

REQUESTING TEACHER RECOMMENDATIONS

Note: Counselor Recommendation Requests are a separate process. These instructions are for Teacher Recommendations ONLY.

Once your Teachers have agreed to write a Letter of Recommendation for you, follow the steps below:

- Go to your Naviance account (linked on the CMIT Academy North website under the Counselor tab)
- Once you have logged in, click on the “Colleges” tab
- Click on the “Colleges I’m Applying to” tab
- Click on “Add/Cancel” Requests under the Teacher Recommendations section of that tab
- Select the teacher from the pull-down menu. You can add a personal note if you wish.
- Scroll to the bottom of the page and click “Update Requests”
- Return to the “Colleges I’m Applying To” tab – you should be able to see the teachers’ name(s) and the status of your recommendation request

UPDATING YOUR COLLEGES LIST

The Naviance system does not alert your counselor if you add a school to your list. For example, if you had five schools on your list in October and decide later to add a sixth school, **your counselor will not be aware of the addition or the need to send materials unless you email them directly.** Your counselor will send ALL materials to ALL colleges that accept eDocs throughout the month of October and will do a final check on October 31st (prior to the November 1st deadline). Once you receive the email that your counselors has sent documents for the FINAL time, you will ALWAYS need to email them to let them know of additions.

TEST SCORES: IMPORTANT

Please note: the School Counseling department does not send SAT or ACT scores to colleges, and thus you will not find anything about your scores on Naviance. It is the student's responsibility to send official scores through CollegeBoard (www.collegeboard.org) and/or ACT (www.actstudent.org). Please see your counselor with any questions.