NAVIANCE CHEAT SHEET

PRIOR to having your counselor/teacher write your Letters of Recommendation, **AT LEAST 2 WEEKS BEFORE YOUR DEADLINE,** you MUST:

In Common App:
- Create Common App Account (www.commonapp.org)
- UNDER Common App Tab – Complete ENTIRE Education section so it shows on the left side with a green check mark.
- UNDER My Colleges Tab – UNDER Assign Recommenders (left side), complete the FERPA Waiver, waiving your rights (authorize, waive, understand, & sign your name).
- UNDER My Colleges Tab – UNDER Questions (left side), answer all questions (most specifically selecting the term for which you are applying and the deadline for which you are applying. (i.e. Applying for Fall 2014 –Early Action/Early Decision/Regular Decision, etc.)

In Naviance:
- UNDER About Me Tab – UNDER Profile Link (bottom of page) – Edit Profile and ADD your birthdate and save to update profile.
- UNDER Colleges – UNDER Colleges I'm Applying To Link (near top of page) – Match your Common App Account (using your email address)*** If this gives you an error message, see a counselor ASAP to see if we can help you to proceed.
- UNDER Colleges – UNDER Colleges I'm Applying to Link (near top of page) – **Add** Colleges to the List (1- by looking up schools/linking, 2- requesting a transcript, and 3- SELECTING the Application Type (this is where you determine the application deadline – Early Action/Early Decision/Regular Decision)

By doing **ALL** of the above, with specific attention to #3 under

Naviance – Application Type – THEN your name and correct application due date will show up for your teachers/counselor, so we may do our parts for your application.

(IF you have completed everything on Common App but NOT followed the instructions for Naviance, we cannot submit our documents on your behalf!)

<u>REMINDER: You must do all steps above AS WELL AS the Letter of Recommendation Packet 2 weeks before your 1st Application is due.</u>

TRANSCRIPTS:
In addition to requesting your transcripts in Naviance you must stop by the guidance office to obtain your copy.