Naviance Student Reference Sheet

**Student Log In: Parent Log In:**

<http://connection.naviance.com/cmiltonwh> <http://connection.naviance.com/cmiltonwh>

Email: Student ID # -Click on ‘I need to register’

Password: last name (all lowercase letters) -Contact the school counseling office to get parent registration code (410-638-4270)

**Common App Account Matching**

**Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*If you are not applying to any colleges that accept the Common App, you do NOT need to match accounts

-Create an account through Common App

-Complete the Education portion

-Add a college(s) to your Common App list (will sync with Naviance after accounts are matched)

-Click on ‘Recommenders and FERPA’

-This will prompt you to complete the FERPA waiver

-Following completion of the FERPA waiver, you may now return to Naviance

-Click on the ‘Colleges’ Tab

-‘Colleges I’m Applying To’

-Under Common App Account Matching, enter the same email address that you used to create your Common App account

-Click Match

**Adding to your College List: Signing up for a College Visit:**

-Click on ‘Colleges’ tab -Click on the Colleges Tab

-‘Colleges I’m Applying to’ -College Resources

-Click the ‘**+**’ symbol -College Visits

-Indicate what deadline you are meeting (early action, -Register Now

 early decision, priority, etc.) applying via Common App?,

 application submitted, and what the results were

**Requesting Electronic Transcripts Scholarships**

-Click on the ‘Colleges’ Tab -Available under the colleges tab

-‘Colleges I’m Applying to’ -Scholarships and Money

-Select ‘Request Transcripts’ -Scholarship list (updated periodically,

-Choose what type of transcript you are requesting check back throughout the school year)

 and what school(s) you would like them sent to \*Students should also complete the FAFSA

-Then select ‘Request and Finish’ [www.fafsa.ed.gov](http://www.fafsa.ed.gov) paying particular

-Track your transcript request status by clicking on attention to college financial aid deadlines

 ‘Manage Transcripts’

**Requesting Letters of Recommendation SAT and ACT Scores**

\*First, SPEAK to your teacher, counselor, coach, etc. -Students must send scores directly from

 in person about this request the testing institution to colleges

-Complete the brag sheet -SAT: www.collegeboard.org

 -‘About Me’ Tab > My Surveys > -ACT: www.act.org

 Surveys Not Started > Brag Sheet

-Colleges I’m Applying to

-Click on ‘letters of recommendation section’

-Click ‘Add Request’ and select your teacher from the drop-down menu

-Choose specific colleges or all colleges you would like the letter to go to

-Follow up with a written thank you note