# Naviance Student-Important Steps

**How to log in to Naviance**

Student: Step 1-Go to student.naviance.com

Step 2- Click on "log in as a student" located in upper right side of the page

Step 3- Search for a School enter zip code 44203/Barberton High School

Step 4- Click on Log in with Clever

Step 5- Enter your Username- lastname.firstname@barbertonstudents.org /Password – lunch#

Step 6- Click on "Naviance"

**To request transcripts in Naviance Student: Should apply to the college before requesting a transcript**

Step 1-Login to your Naviance Student account (directions above)

Step 2-Click on "colleges" tab at top of the page or "colleges I'm applying to" under My Favorites

Step 3-Click on the large red circular "+" sign located near the upper right hand side of the page.

Step 4-Enter the name of the college

Step 5-Choose application type from drop down menu-Regular Decision, Early Decision etc.

**Step 6- Indicate how you submitted your application to the college from drop down menu- **via Common App or Direct to the institution.**

Step 7-Click in the box "I've submitted my application." **It is recommended to apply to the college before requesting transcripts**

Step 8-Click "Add and Request Transcript."

Step 9-Choose what type of transcript you are requesting. You will choose Initial transcript only- do not select Final Transcript

Step 10-Click "Request and Finish."

**Step 11-Check your list of colleges and make sure there is no "?" beside the name of the college. If so, click the edit button on the far right side and indicate how you applied to the school. **Transcripts cannot be sent until this is corrected.**

Step 12-To add additional colleges follow Steps 3 through 10 for each school.

**To create a Common Application account and to link the account to Naviance Student**:

**Check to make sure the college accepts a Common Application before creating the account.**

Step 1-Go to [www.commonapp.org](www.commonapp.org)

Step 2-Click on "Apply Now" tab

Step 3-Complete each section through education. You can write the essay at a later date. Be sure to enter at least one college.

Step 4-Click on My College tab at top of page and select "Recommenders and FERPA "on left side of page in order to complete the FERPA Waiver.

Step 5-Go back to your Naviance Student account and select "colleges I'm applying to" tab to complete the match to link your Common Application account to your Naviance Student account. To complete this process, you will be prompted to enter your email address used in creating your Common Application account and click "Match". You will receive message "Common App Account Matching-Complete"

**To Request a Transcript for NCAA Division 1 or 2 School or NAIA school Student must be registered with NCAA or NAIA before requesting a transcript.**

Step 1-Go to NCAAeligibilitycenter.org or playnaia.org to register. Follow all directions.

Step 2-Login to your Family Connection account to request a transcript to be sent to NCAA.

**To request a letter of recommendation in Naviance Student**: In order to request a letter of recommendation you must have the college listed in your Naviance Student account under the tab of "colleges I'm applying to".

Step 1-Login to your Naviance Student account.

Step 2- Click on "colleges" tab at top of the page or "colleges I'm applying to" under My Favorites

Step 3-Scroll down to the end of your list of colleges to Letters of Recommendation and click on the link in blue letters "letters of recommendation"

Step 4-Click Add Request4

Step 5-Select a teacher from the drop down list. Barberton teachers only

Step 6-In the section "Select which colleges this request is for" Select choose specific colleges from your Colleges I'm Applying to list.

Step 7-Indicate which colleges this request is for: you will see number of recommendations required/allowed/requested. **Be specific as to where you want teachers to send their letter of recommendation.**

Step 8-Add a personal note to teacher

Step 9-Submit Request

Step 10- Repeat steps 1-9 for each teacher