Naviance: Add "Colleges you are applying to"

- 1. Log into Naviance
- 2. Once on the home screen, under "My Favorites" click on "Colleges I'm Applying to"

BY POWERSCHOOL	Home Self-Discovery Careers Colleges	Planner	🔍 🗸 Demo	~ 🗭	🖂 🔽 About Me
/elcome, Demo Cosme!					
Search for Colleges 💙	🔍 Type a college name				SEARCH
Welcome to Naviance Stud	dent! <u>English</u> 🗸 Go	My Favorites			
Naviance Student is designed to assi tools in the menu options above will research careers of interest, and sec and allow you to achieve your goals.	ist you with college and career planning. Utilizing the help you to set <i>future goals</i> for yourself, identify and arch for colleges that will enhance your education	COLLEGES I'm thinking about			
Please check out the resources in the your counselor with any questions or your goals:	e tabs above and the links below and reach out to ways in which we can better assist you in achieving	COLLEGES I'm applying to			
Read more	· · · · · · · · · · · · · · · · ·	CAREERS AND CLUSTERS I'm thinking about			

3. Click on the pink plus sign located in the top right.

Colleges I'm applying to		Search for colleges
	Manage Transcripts	Application Milestones
+ = extended profile available		+ REQUEST TRANSCRIPTS
College that I'm attending:		
N/A	~	Update
Letters of recommendation Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation sec	tion, accessible from the m	ain colleges page, for more information

4. Once you've clicked on the pink plus sign, type in the name of the university you are applying to, change the application type (if applicable), update how you will submit your application, and if you have already submitted the application. *If you are applying via Apply Texas under "I'll submit my application" select "Direct to the institution".

Which college are you applying to?		
University of Houston	×	1
Colleges already in your application list would be unavailable for selection.		
App type		
Other (Priority Scholarship) November 1	~	2
I'll submit my application		
Direct to the institution	\sim	3

5. If you are adding the university <u>and have submitted your application</u>, click on "ADD AND REQUEST TRANSCRIPT", select "Initial", and click on "Request and Finish". The college application should now be listed on your account.

+ University of Houston	OTHR	Other November 1	requested	Pending	⊈	Unknown 💙	MORE :
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6. If you have not submitted your application, click on "Add Application". Under transcripts, it should show "no request"

College	Туре	Deadline Transc	ripts Office materials	Submission Type 🚯	Application	
+ Boston University	ED	Early November no req Decision 1	uest Pending	CA	Unknown 💙	MORE :

You have now added a college to your account.

Naviance: How to Request a Transcript

1. Log into Naviance. Once on the home screen, under "My Favorites" click on "Colleges I'm Applying to"

Welcome to Naviance Student! Go	My Favorites
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Please check out the resources in the tabs above and the links below and reach out to your counselor with any questions or ways in which we can better assist you in achieving your goals:	COLLEGES I'm applying to
Read more	CAREERS AND CLUSTERS I'm thinking about

2. The college should be listed on your account to request. Click on "Request Transcripts"

Colleges I'm applying to		Q Search for colleges
		🖹 Manage Transcripts 📋 Application Milestones 🔤 Compare Me
	= extended profile available	+ REQUEST TRANSCRIPTS 📋 REMOVE

- 3. Select "Initial" and under "Where are you sending the transcript/s?", select the university.
- 4. Click on Request & Finish to submit the transcript request.
- 5. To view your transcript requests, click on "Manage Transcripts"

Colleges I'm applying to		💊 Search for colleges
		Manage Transcripts
	* = extended profile available	+ REQUEST TRANSCRIPTS 📋 REMOVE

6. You can now view the status of your request and if it has been submitted.

Manage Transc	ripts						٩	Search for colleges
								College Applications
Transcript Reque Request a college a	ests application transcript or ot	her here. When requestir	ng transcripts for collegi	es, be sure to keep your	colleges applications up	to date so that you can re	quest the right transcrij	pt at the right time.
Confirmation Number	Recipient	Туре	Requested	Due	Mailed	Midyear	Final	Confirm receipt
32967069	University Of Houston	College App	09/02/21	11/01/21	Pending			