

CAMPBELL HIGH SCHOOL

2013-2014 Naviance Instructions

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

Username: _____




Password: _____

If your email address ever changes, it is important that you update it in Naviance. On the home page, click on “manage my account” and you can change your profile information and update your email address and password.

The Application Process

- **College Search and Selection**

Click on the **“colleges”** tab. If you have not already established your list of colleges, there are several options under the “college research” heading to aid you in the college search process. Once you have identified the colleges to which you will apply, follow the steps below.

- Click on **“colleges I’m applying to”** tab
- The first time you choose this tab, you will have to complete the FERPA (Family Educational Rights and Privacy Act) Consent Waiver. In order to complete this waiver, you must create a username and password on the Common Application website at www.commonapp.org (see **Common App Hints**)
- You must be sure to complete the FERPA Consent Waiver, whether you plan to use the Common Application to apply to colleges or not. The guidance department and teachers need this completed in order to electronically submit any materials (transcripts, letters of recommendation) on your behalf to any college.
- Create a list of schools you are applying to using the **“colleges I am applying to”** list. This list is fluid and can be changed based upon your plans.
- Under the submission columns there are three types of applications. Next to each college listed will be one of the following icons to indicate how to complete the application for that college:
 - Blue computer icon with the “CA” () is the **Common Application**
 - Blue computer icon () is an **Electronic Application** and you can fill this out on the colleges’ website
 - Red stamp icon () indicates a **Paper Application** must be completed and you can download a copy on the college website

- **Guidance Counselor Recommendation**

- Go to **“colleges I am applying to.”** Under the **“teacher recommendations”** select **“add requests.”** Choose your counselor from the list. Counselors will have access to the information you provided to complete the counselor letter of recommendation.
- Under the **“about me”** tab, on the left hand side of the screen there is a column of surveys available. You must complete the following:
 - Senior Sketch – use to complete your counselor letter of recommendation
 - Resume – this is a template format that will allow you to enter pertinent information and help you create a resume
- Each of these surveys and forms are used to assist your counselor in writing a more thorough letter of recommendation. Colleges will NOT see the information shared in these surveys! Remember to save your work often as these are timed sessions.

- **Teacher Recommendation**

- **Very important!** Be sure to personally ask your teacher(s) for a recommendation letter **before** requesting on Naviance.
- Please give teachers at least 15 school days to write the letter of recommendation. Most colleges require no more than TWO letters of recommendation. Refer to the application instructions on the college's website for more details. Do not request more letters than what the college is requiring.
- Under the "colleges I'm applying to" tab click on the drop down menu under teacher recommendation and select the teacher who will be writing your letter of recommendation.
- Click on the "about me" tab and complete the "Teacher Recommendation Survey."
- If your college application must be mailed, please provide the teacher with a stamped envelope with the college/university's address on it. For the return address use the following:
Teacher's Name
Campbell High School
1 Highlander Court
Litchfield NH 03052

If the college application includes a form to be completed by a teacher, complete the relevant information on the form and submit it to the teacher along with the stamped envelope.

- **Transcript Request**

- Under the "**colleges I'm applying to**" click on "**request transcripts**"
- Next to each college you have indicated on your college list, click on request transcript. If you are requesting a transcript for a college that is NOT on your list, you can use the "look up" feature to add the college to your list. Transcript requests must be made at least three weeks before the earliest deadline. If you have a January 1 deadline, transcript requests must be made in early December to ensure a timely submission due to the holiday break.
- Please let Mrs. Ford know when your application is complete and you are ready for the transcript to be sent.
- There is a \$1.00 charge per transcript that is not sent electronically to defer mailing costs.

Once all of these steps have been completed and the guidance counselor has finished your letter of recommendation, your transcript, school profile, school report and counselor letter will be forwarded to each college you have requested a transcript be sent to.

