



**Naviance Guide**  
For College-Bound Senior Students

Updated 9/15/2022

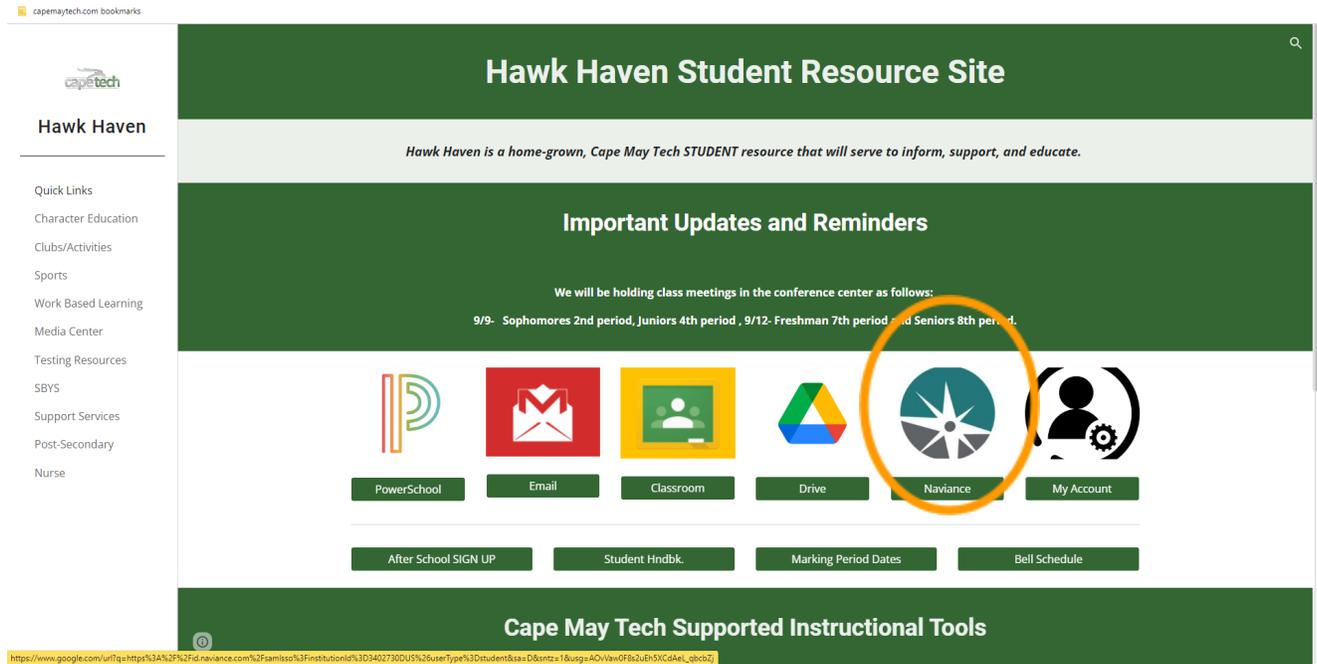
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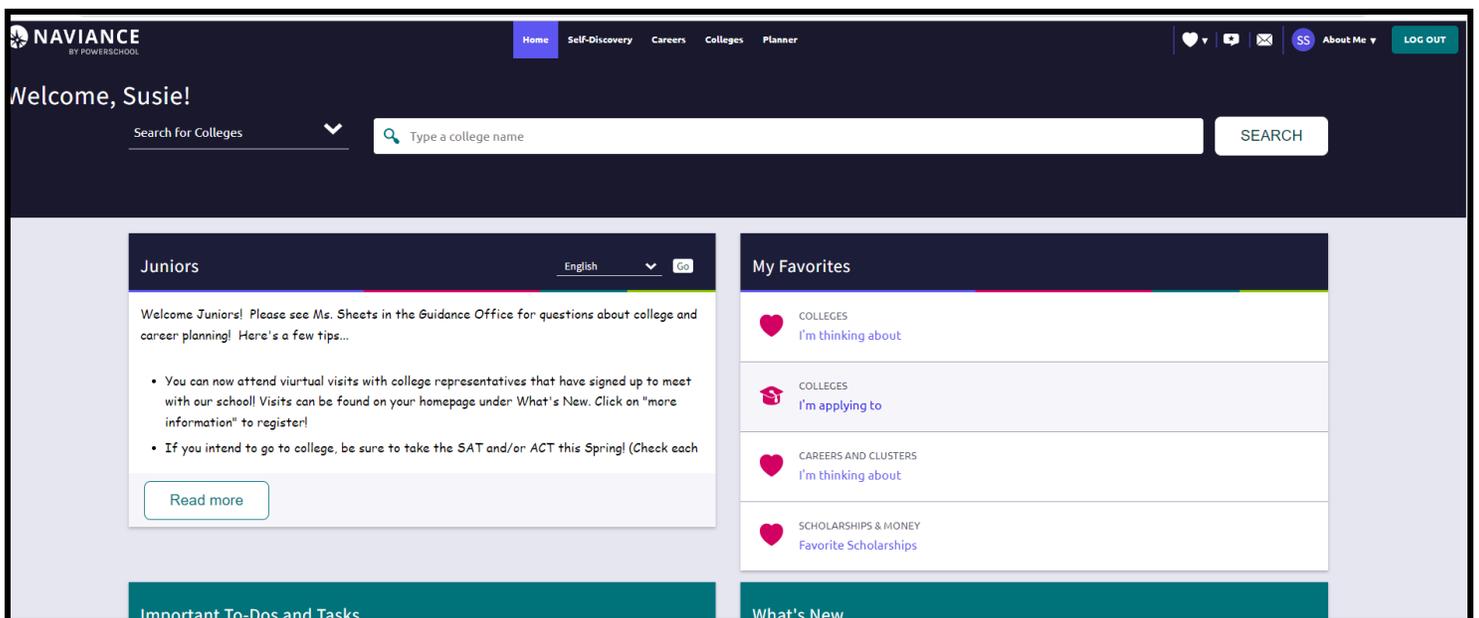
# Students: Naviance Account Access

**Step 1:** Log into your student google account. Your username should be [firstname.lastname@capemaytech.com](mailto:firstname.lastname@capemaytech.com) and password (Tech\$lunchnumber)

**Step 2:** After logging in, your student Hawk Haven page will load automatically. Click on the Naviance link.

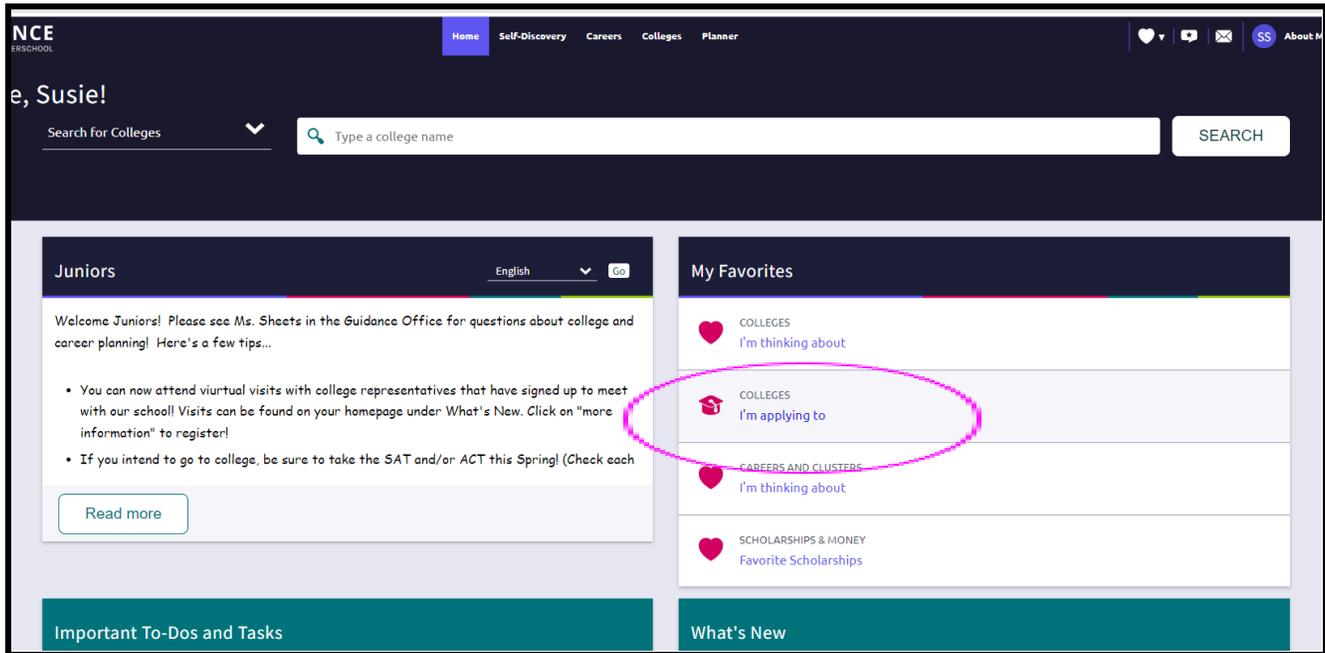


**Step 5:** Welcome to your homepage!

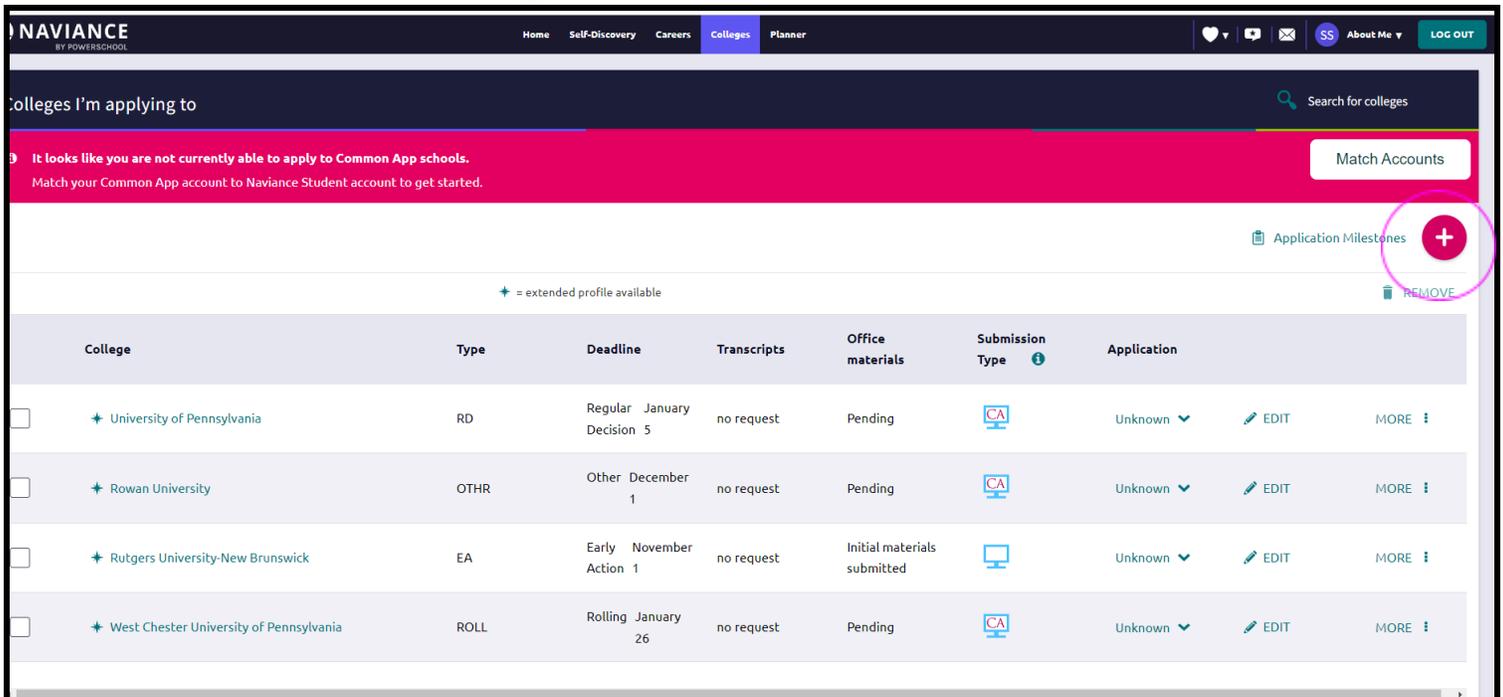


# Students: Adding colleges that you will be applying to

**Step 1:** From your homepage, click on “Colleges I’m applying to”



**Step 2:** Click on the pink/red  button. *Disregard the “Match Accounts” for now.*



### Step 3:

1. Type in and select your college.
2. Indicate your application type
3. Indicate how you'll be submitting your application
4. Check the box if you've already submitted an application.
5. Lastly, press "Add Application." Repeat this process for every college that you are applying to.

NAVIANCE BY POWERSCHOOL

Home Self-Discovery Careers Colleges Planner

Cancel

Which college are you applying to?

Drexel University, Philadelphia, PA

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision January 15

I'll submit my application

Via Common App

I've submitted my application

Add Application

**Step 4:** View your college list. If you have more than one college that accepts the Common Application, it would make sense for you to create a Common Application Account. You can see this by looking at the icons below. The  icons indicate which colleges accept the Common Application.

Match your Common App account to Naviance Student account to get started.

Application Milestones

+ extended profile available

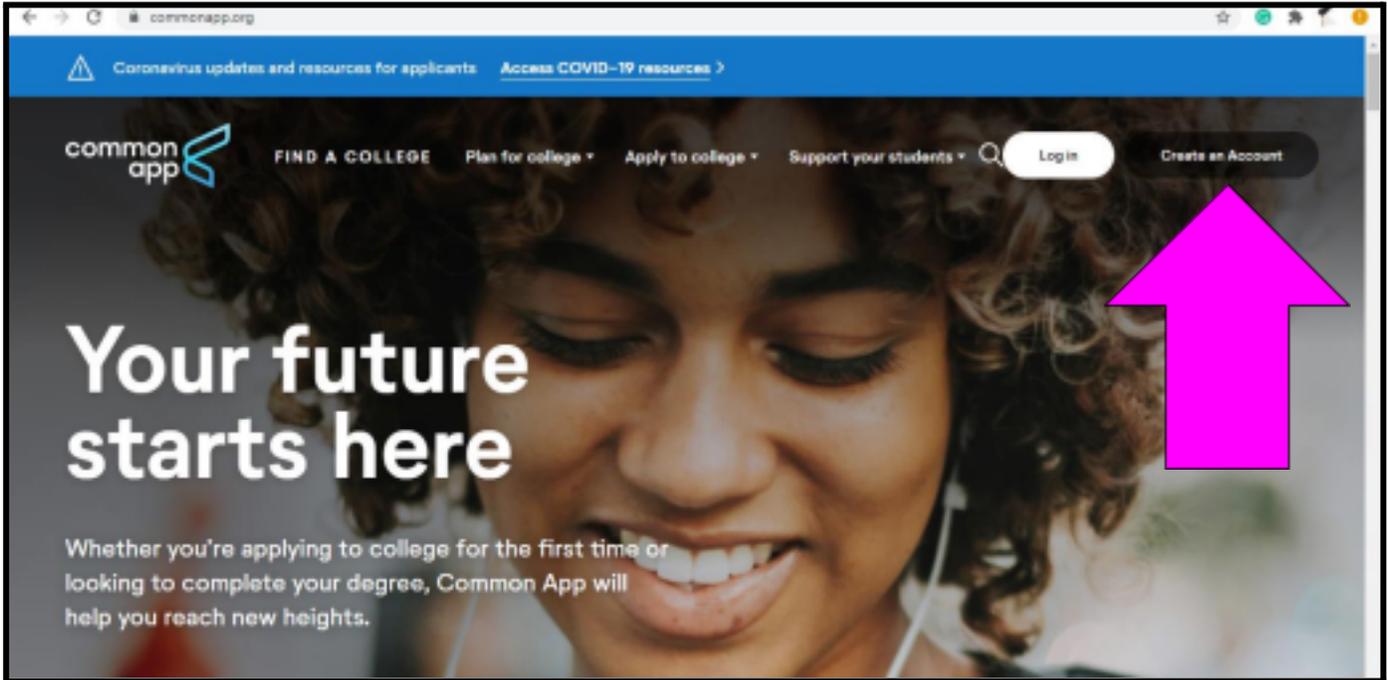
College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> + Drexel University	RD	Regular January Decision 15	no request	Pending		Unknown <input type="button" value="EDIT"/> MORE
<input type="checkbox"/> Georgetown University	RD	Regular January Decision 10	no request	Pending		Unknown <input type="button" value="EDIT"/> MORE
<input type="checkbox"/> + Rowan University	OTHR	Other December 1	no request	Pending		Unknown <input type="button" value="EDIT"/> MORE
<input type="checkbox"/> + Rutgers University-New Brunswick	EA	Early November Action 1	no request	Initial materials submitted		Unknown <input type="button" value="EDIT"/> MORE
<input type="checkbox"/> + West Chester University of Pennsylvania	ROLL	Rolling January 26	no request	Pending		Unknown <input type="button" value="EDIT"/> MORE

Note that not all colleges accept the Common Application. Conversely, some only accept the Common Application. Some colleges also have the option of applying directly through the website. It is your responsibility to track all of your applications and types.

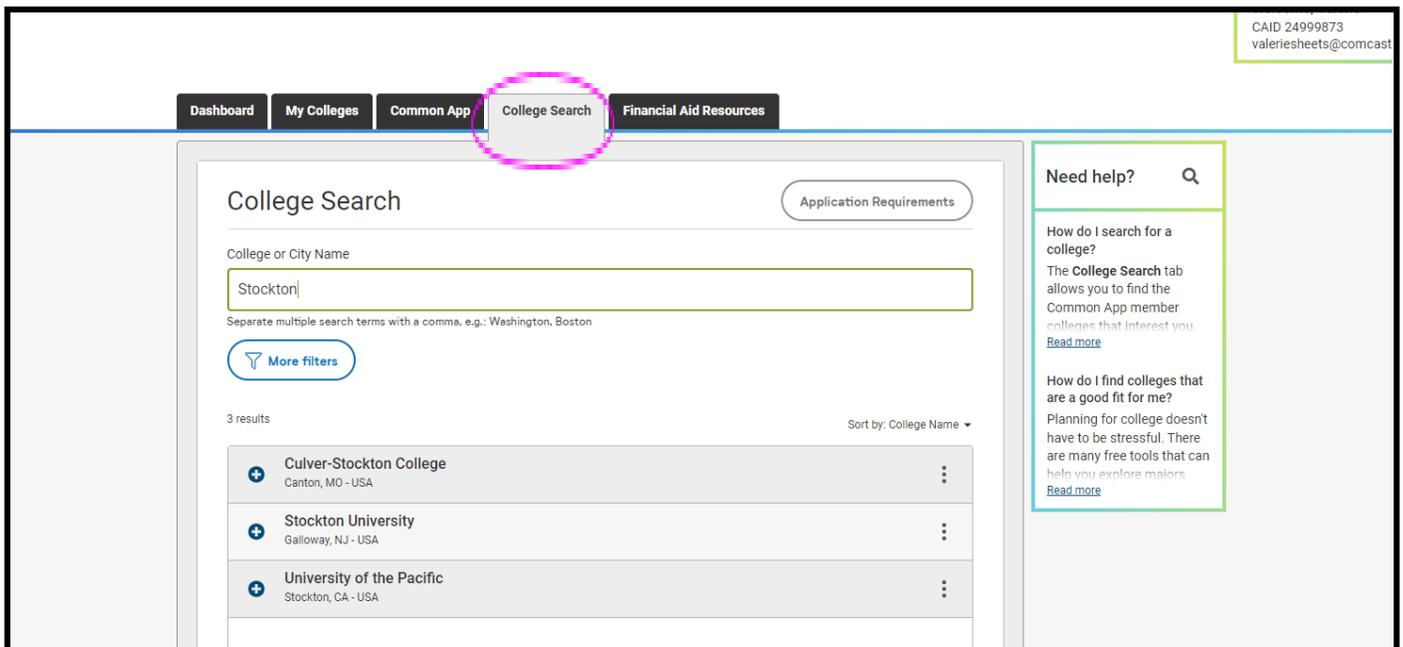
# Naviance Account Matching with the Common App

**Step 1:** Create a Common Application if you need one. The Common Application allows you to apply to many colleges using one application. It is accepted by over 900 colleges. The Common Application can be found at <https://www.commonapp.org/>

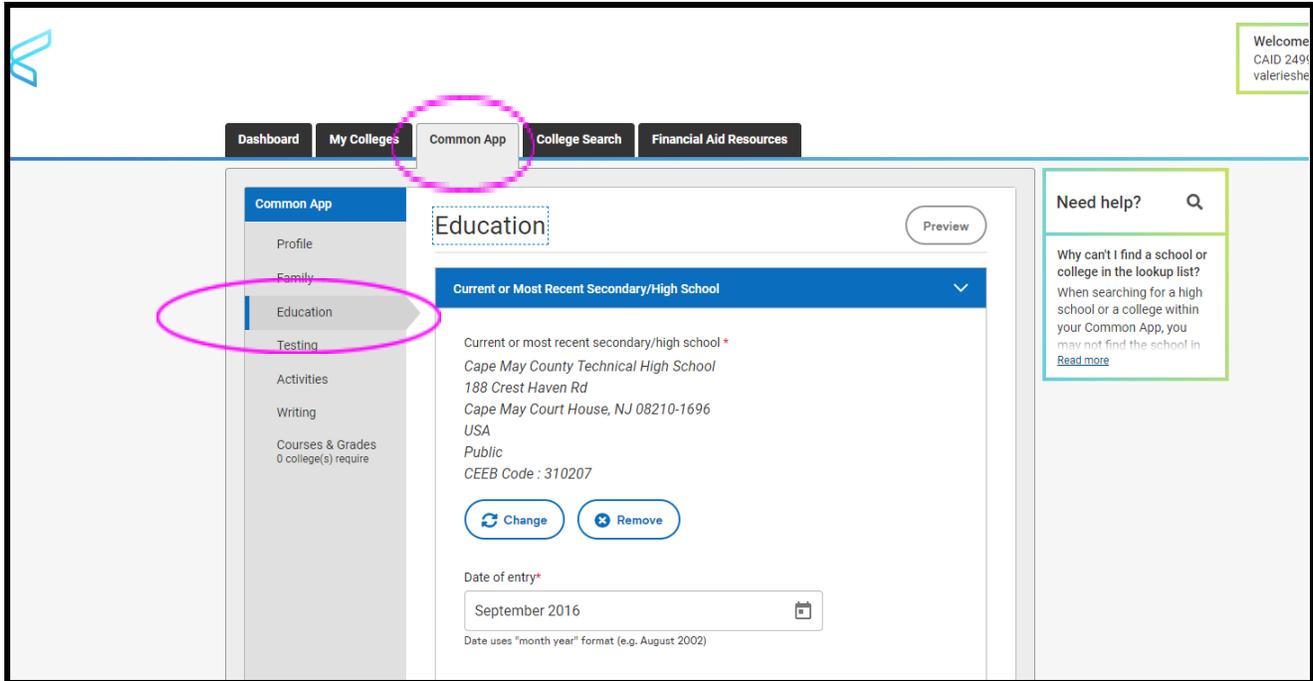
**DO NOT USE YOUR CAPETECH EMAIL ADDRESS TO REGISTER COLLEGE ACCOUNTS OR APPLICATIONS**



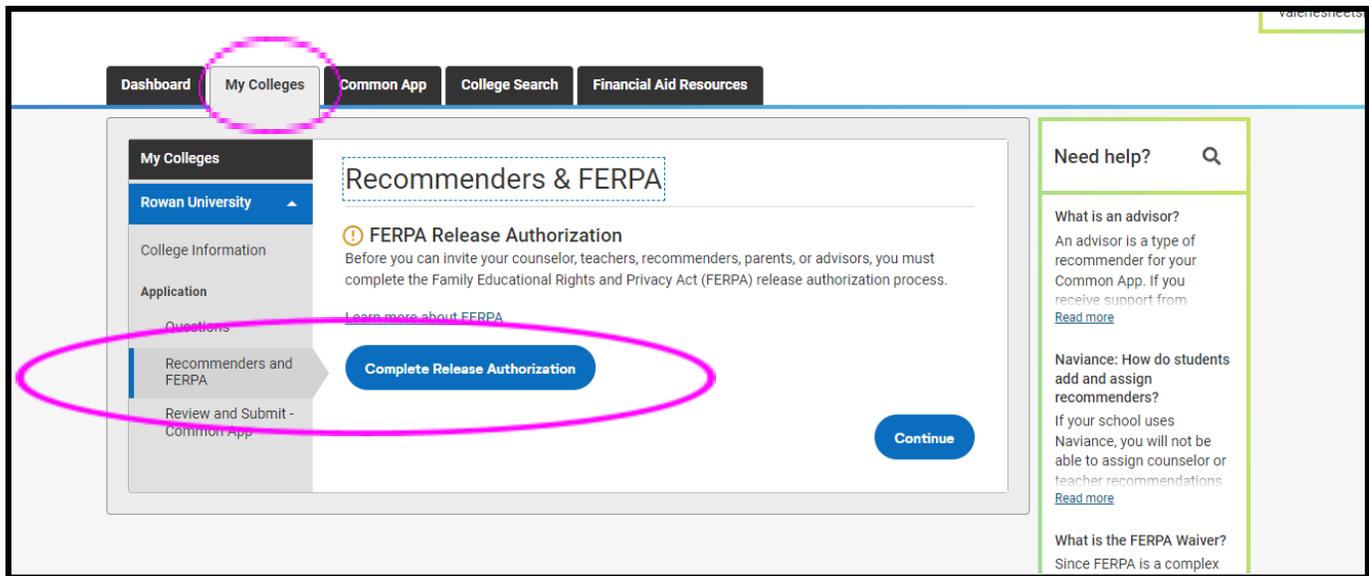
**Step 2:** After you've created a Common Application account, you will need to add colleges to your list (use the College Search Tab)



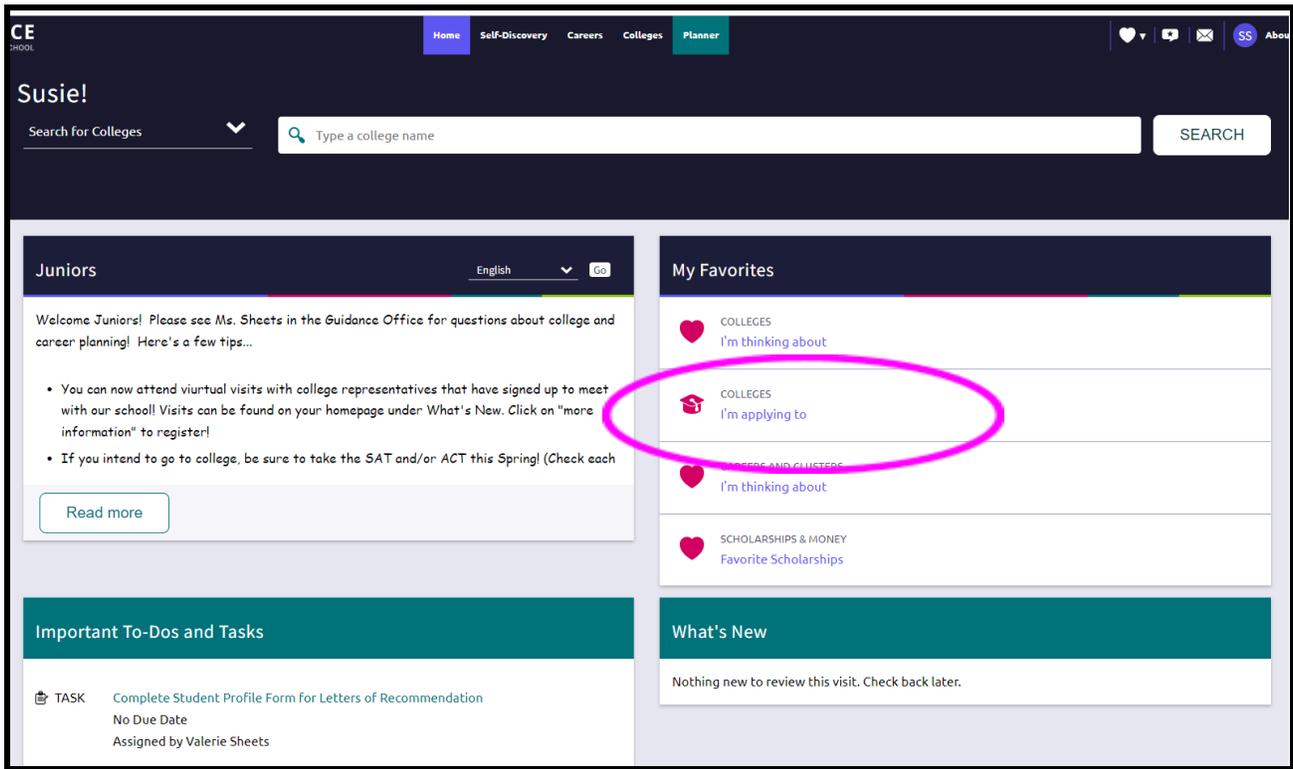
**Step 3:** Enter your high school information in the education section of the common app



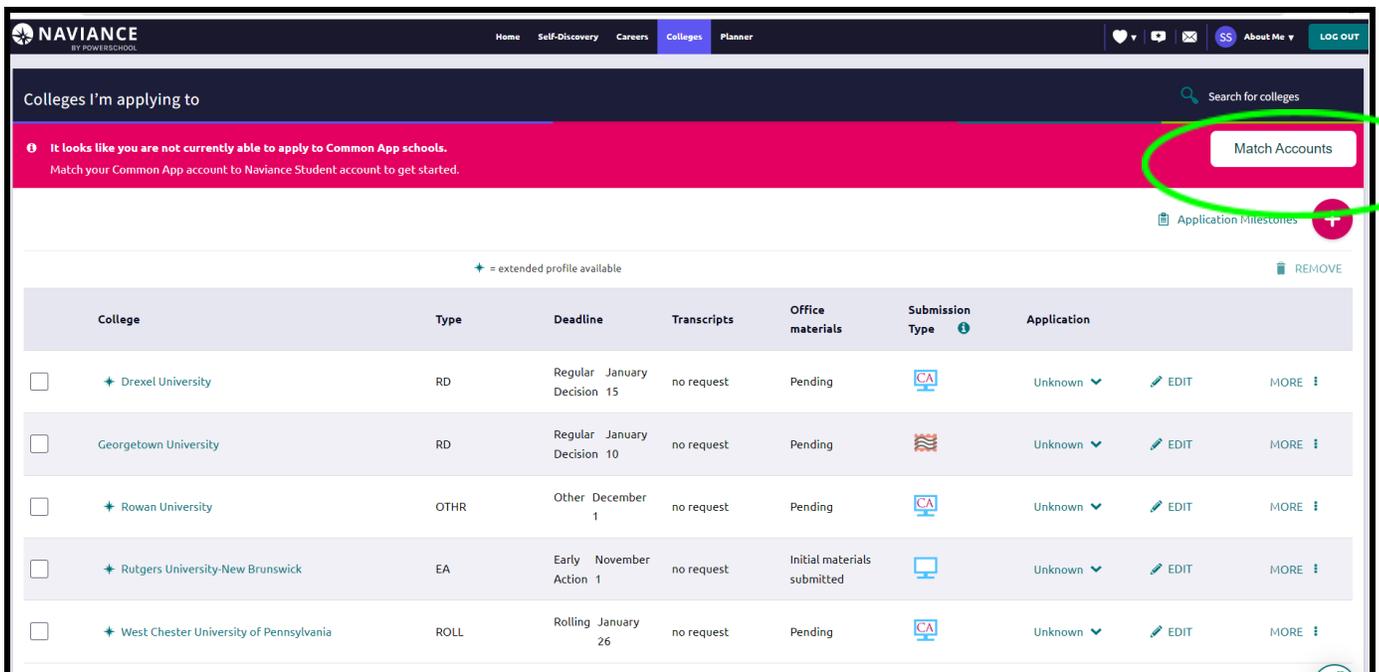
**Step 4:** Complete your FERPA waiver in the My Colleges tab.



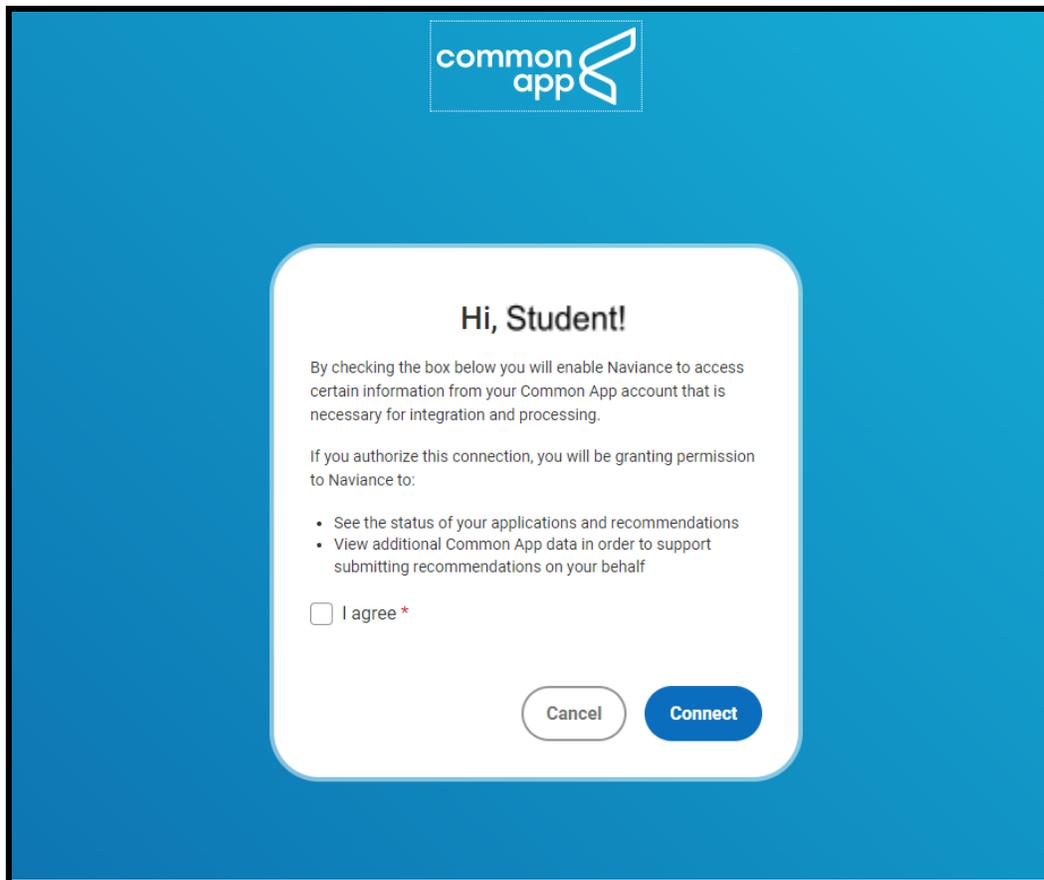
**Step 5:** Once you've completed steps 1-4, you will be able to match your Naviance account with your Common App account. Log in to your Naviance account and go to the "Colleges I'm applying to" section.



**Step 6:** When you match your accounts, all colleges that you have listed in your Common Application will pre-populate into your Naviance account. Press "Match Accounts" when you are ready.



**Step 7:** When you press “Match Accounts” you will see the screen below. You will need to confirm permission. Once complete, you will be redirected back to Naviance.



# Requesting Letters of Recommendation

All requests for letters of recommendation from teachers must be submitted via Naviance. Teachers who agree to write a letter of recommendation for you will be submitting letters electronically on your behalf through the Naviance platform. The letters will go directly to the colleges you are applying to.

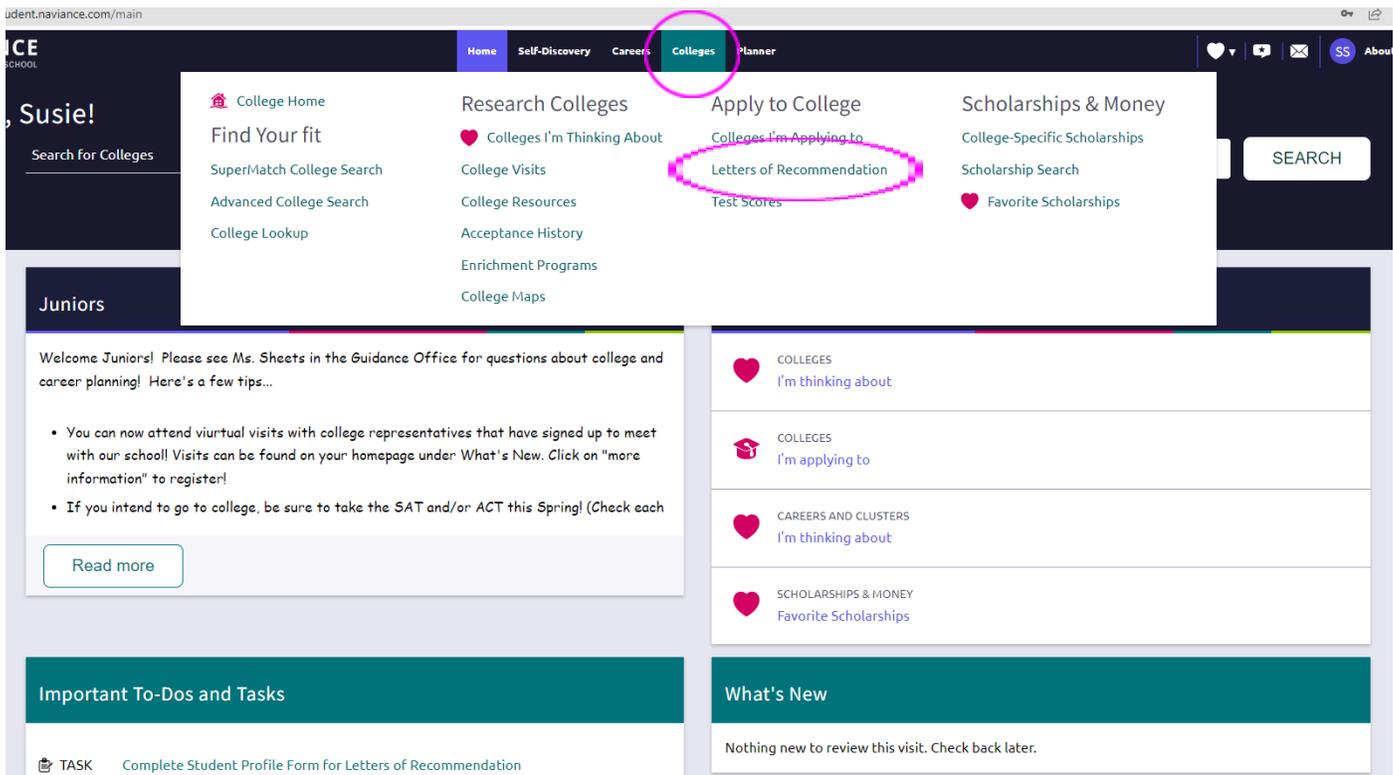
It is the responsibility of the student to request and track letters of recommendation from teachers. Please keep in mind that teachers are not obligated to write recommendation letters for students, and that teachers can refuse to write a letter of recommendation for you.

Please allow teachers ample time to write letters (at least two weeks) as they receive many requests.

## How to request letters of recommendation

**Step 1:** Students must verbally ask a teacher to write a letter of recommendation before entering the request in Naviance. Note that teachers are not obligated to write letters of recommendation for students.

**Step 2:** After you've spoken with the teacher, log in to your Naviance Account. From the home page, click on "Colleges" at the top of the page and then click on "Letters of Recommendation."



**Step 3:** Click on “Add Request” and select your teacher from the drop down list.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?\*

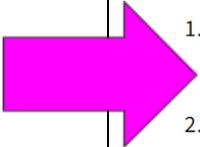
Select A Teacher

2. Select the recommendation request type:\*

General request  
*Select this if you are ready to request a recommendation without selecting a specific college*

Specific request  
*Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Drexel University 1 required / 5 allowed / 0 requested	Jan 15 2023



**Step 4:**

Be sure to click the button that says “**General Request**” This will allow teachers to write one letter of recommendation and send it to all of your colleges. A “specific request” will send your letter to only one school!

1. Who would you like to write this recommendation:

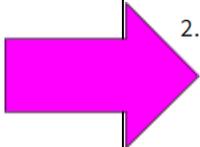
Select A Teacher

2. Select the recommendation request type:\*

General request  
*Select this if you are ready to request a recommendation without selecting a specific college*

Specific request  
*Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Drexel University 1 required / 5 allowed / 0 requested	Jan 15 2023
<input type="checkbox"/>	Georgetown University -- required / -- allowed / 0 requested	Jan 10 2023
<input type="checkbox"/>	Rowan University 2 required / 5 allowed / 0 requested	Dec 01 2021
<input type="checkbox"/>	Rutgers University-New Brunswick -- required / -- allowed / 0 requested	Nov 01 2020



**Step 5:** Lastly, add a personal note, for example: “Dear Mr. Smith, thank you for agreeing to write me a letter of recommendation. Let me know if you need anything from me.” Then press “Submit Request.”

**Most colleges require letters of recommendation from two teachers, so you will need to do this twice.**

2. Select the recommendation request type:\*

General request  
*Select this if you are ready to request a recommendation without selecting a specific college*

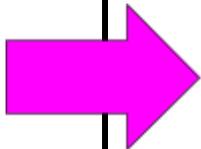
Specific request  
*Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Drexel University 1 required / 5 allowed / 0 requested	Jan 15 2023
<input type="checkbox"/>	Georgetown University -- required / -- allowed / 0 requested	Jan 10 2023
<input type="checkbox"/>	Rowan University 2 required / 5 allowed / 0 requested	Dec 01 2021
<input type="checkbox"/>	Rutgers University-New Brunswick -- required / -- allowed / 0 requested	Nov 01 2020
<input type="checkbox"/>	West Chester University of Pennsylvania 0 required / 2 allowed / 0 requested	Jan 28 2022

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

\* Indicates a required field



# Transcript Requests

- **All transcript requests from current seniors must be completed in Naviance. Emailed transcript requests will not be acknowledged.**
- **Naviance will track the date and time of your transcript request.** Students, in turn, will be able to see when their transcripts have been submitted to colleges in Naviance.
- **Transcript requests must be submitted in Naviance at least 10 business days before the application submission deadline.** This is because, in addition to your application, colleges want all supporting documents by the application deadline. Supporting documents include letters of recommendation, transcripts, and school reports. These items take time for school staff to prepare and send. Missing documents may cause your application to be incomplete, and ultimately rejected if all your documents are not received by the deadline. **Transcript requests will not be processed on weekends or holiday breaks. The school is not responsible for missing documents due to “last minute” or late requests received from students.**
- **Transcripts should only be requested after the student has submitted his/her application.** If your transcript is received by the college prior to receiving your application, the transcript will be discarded by the college admissions office because there will be no application to associate it with.
- **Official SAT and ACT scores are not listed on your initial transcript due to the “Score Choice” programs offered by the SAT and ACT. Students must choose and send their official exam scores to the colleges directly from the SAT website or the ACT website (depending on which exam(s) were taken).**

**Step 1:** Log in to your Naviance account. From your homepage, click on “Colleges I’m Applying To.”

The screenshot shows the Naviance student homepage. At the top, there is a navigation bar with links for Home, Self-Discovery, Careers, Colleges, and Planner. Below the navigation bar, the user's name 'Susie!' is displayed. A search bar is located below the name, with the placeholder text 'Type a college name'. The main content area is divided into two columns. The left column is titled 'Juniors' and contains a welcome message and a 'Read more' button. The right column is titled 'My Favorites' and lists four categories: 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to', 'CAREERS AND CLUSTERS I'm thinking about', and 'SCHOLARSHIPS & MONEY Favorite Scholarships'. A pink oval highlights the 'COLLEGES I'm thinking about' link.

**Step 2:** Click on “+ Request Transcripts”

Colleges I'm applying to Search for colleges

✓ Your Common App account has been matched.  
Your FERPA waiver is incomplete.

Manage Transcripts Application Milestones Compare Me + REQUEST TRANSCRIPTS REMOVE

+ = extended profile available

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> + Drexel University	RD	Regular Decision 15	N/A	no request	Pending	CA	Unknown ▾ EDIT MORE
<input type="checkbox"/> Georgetown University	RD	Regular Decision 10	N/A	no request	Pending		Unknown ▾ EDIT MORE
<input type="checkbox"/> + Rowan University	OTHR	Other 1	N/A	no request	Pending	CA	Unknown ▾ EDIT MORE
<input type="checkbox"/> + Rutgers University-New Brunswick	EA	Early Action 1	N/A	no request	Initial materials submitted		Unknown ▾ EDIT MORE
<input type="checkbox"/> + West Chester University of Pennsylvania	ROLL	Rolling 26	N/A	no request	Pending	CA	Unknown ▾ EDIT MORE

**Step 3:**

- Under “What type of transcript are you requesting?” click on “Initial.”
- Then, use the drop box to select which college(s) you are requesting a transcript for and press “Done”.
- Complete the request by clicking on “Request and Finish.” *Note: Colleges must be listed in your “Colleges I’m Applying To” section in order to appear.*

**NAVIANCE** BY POWERSCHOOL Home Self-Discovery Careers Colleges Planner

✕ Cancel Request College Application Transcript

📘 Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

**What type of transcript are you requesting?**

Initial

**Where are you sending the transcript/s?**

No Preference ▾

Request and Finish