

ADDING COLLEGES TO LIST IN NAVIANCE

1. When logged into Naviance, click on the Colleges tab.
2. If you have added colleges to the Colleges I'm Thinking About list, follow the next steps. If you have not, go to step 5.
3. Click on Colleges I'm Thinking About. Check the boxes of the colleges to which you will be submitting applications and then click on the Move to Application List button.

search for colleges:

Go

MORE SEARCH OPTIONS >>

colleges I'm thinking about
[+ add colleges to this list](#) | [compare me](#)

College	Delivery type	Added By	Expected Difficulty*	My Interest	Application Deadlines†				Actions		
					Early Decision	Early Action	Priority	Regular Decision	Manage Communication	Graph	WWW
<input checked="" type="checkbox"/> Baylor Univ		student	N/A	N/A	-	11/1	-	2/1			
<input checked="" type="checkbox"/> LSU		student	N/A	N/A	-	-	11/15	4/15			
<input checked="" type="checkbox"/> U of Oklahoma		student	N/A	N/A	-	-	-	4/1			
<input checked="" type="checkbox"/> Texas A&M Univ		student	N/A	N/A	-	-	-	12/1			
<input type="checkbox"/> U of Texas Austin		student	N/A	N/A	-	-	-	-			

Update Interest **Move to Application List** Remove from List

* Difficulty of admission specifically for you as estimated by your counselor

4. Next, you will request transcripts through Naviance.
**** you must also request transcripts with this [form](#) in the Registrar's Office.**

If you have submitted your application, check this box.

Next, click request transcript

search for colleges:

Go

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add colleges to which I am applying

Please confirm that you are actually planning to check box in the Transcript column if you need to

Type	College
Regular Decision	Baylor Univ
<input type="checkbox"/> I have submitted my application	
<input type="checkbox"/> request transcript	
<input type="checkbox"/> Include unofficial SAT scores	
<input type="checkbox"/> Include unofficial ACT scores	
<input type="checkbox"/> Send mid-year transcript	
<input type="checkbox"/> Send final senior transcript	
Regular Decision	Louisiana State University
<input type="checkbox"/> I have submitted my application	
<input type="checkbox"/> request transcript	
<input type="checkbox"/> Include unofficial SAT scores	
<input type="checkbox"/> Include unofficial ACT scores	
<input type="checkbox"/> Send mid-year transcript	
<input type="checkbox"/> Send final senior transcript	
Regular Decision	University of Oklahoma
<input type="checkbox"/> I have submitted my application	
<input type="checkbox"/> request transcript	
<input type="checkbox"/> Include unofficial SAT scores	
<input type="checkbox"/> Include unofficial ACT scores	
<input type="checkbox"/> Send mid-year transcript	
<input type="checkbox"/> Send final senior transcript	
Regular Decision	Texas A&M University
<input type="checkbox"/> I have submitted my application	
<input type="checkbox"/> request transcript	
<input type="checkbox"/> Include unofficial SAT scores	
<input type="checkbox"/> Include unofficial ACT scores	
<input type="checkbox"/> Send mid-year transcript	
<input type="checkbox"/> Send final senior transcript	

Cancel **Add Applications**

Do not check these other boxes. Sending scores for SAT and ACT are your responsibility and must be requested through the College Board or ACT.

Then click on Add Applications.

- If you did not add any colleges to the Colleges I'm Thinking About list, click on Colleges I'm Applying To. Then, click on "add colleges to this list."

scholarships & money

- > [scholarship match](#)
- > [scholarship list](#)
- > [scholarship applications](#)
- > [national scholarship search](#)

resources

- > [transcripts](#)
- > [test scores](#)

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW
+ add colleges to this list													

College that I am attending

N/A

Teacher Recommendations

[add/cancel requests](#)

No teachers currently listed.

* Difficulty of admission specifically for you as estimated by your counselor

† College information is provided by the colleges themselves. Costs, dates, policies, and programs are subject to change, so please confirm important facts with college admission personnel.

- Add each college to which you are applying and click on "request transcript."

If you have completed your application, you may check the "I have submitted my application" box.

search for colleges:

[MORE SEARCH OPTIONS >>](#)

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

Type: Regular Decision (click lookup) ::lookup

I have submitted my application

request transcript

Include unofficial SAT scores

Include unofficial ACT scores

Send mid-year transcript

Send final senior transcript

Type: Regular Decision (click lookup) ::lookup

I have submitted my application

request transcript

Include unofficial SAT scores

Include unofficial ACT scores

Send mid-year transcript

Send final senior transcript

- Then click on Add Colleges at the bottom of the page.

8. If you are applying to any Common Application schools, you must match your Common App to Naviance.

colleges I'm applying to

VS >>

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#)
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address: Date of Birth:

Email used for Common App account	04/23/1998	Match
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⚠ **Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

! + add to this list | request transcripts | view detailed status | compare me

ms