



Naviance Student

Naviance Student is a webpage designed for you to explore career options, colleges, and request/submit college materials (such as teacher recommendations and transcripts).

<https://student.naviance.com/westervillechs>

Log in Using Clever with your student Gmail account

Create Your College List and Requesting Transcripts

For Common App Only:

1. Create your Common App account and complete the FERPA (privacy) waiver on Common App website: <https://www.commonapp.org/>
2. Log onto Naviance Student using the address: <https://student.naviance.com/westervillechs>
3. Click on “**Colleges I’m applying to**” underneath the Favorites tab.
4. Under “**Colleges I’m Applying to,**” click “**Match Accounts.**” Type in the same email address you used for the Common App.
5. Click on “**Colleges I’m applying to**” underneath the Favorites tab.
6. Click on “**+ Transcript Request.**” Make sure to select the “**Initial.**” From there select the colleges.
7. You must fill out a Transcript Request Form. This form is available on the counselor website and the counselor google classroom.

***Note: Once linked, your Common App schools should automatically show in your Naviance Student college list.

For Non Common App Schools:

1. Log onto Naviance Student using the address: <https://student.naviance.com/westervillechs>
2. Click on “**Colleges I’m applying to**” underneath the Favorites tab.

3. Click on the **+** symbol.
4. Type the college name in the Search box.
5. Click on **"Type of Application"** (ex. Regular Decision, Early Action, Early Decision, etc...)
6. Click **"Add and Request Transcript."**
5. You must fill out a **"Transcript Request Form (virtual form)."** This form is available in the available on the counselor website.

Requesting Letters of Recommendation

1. Log onto Naviance Student: <https://student.naviance.com/westervillechs>
2. Click on **"Colleges I'm Applying to"** underneath the Favorites tab. Scroll to the bottom of the page and under **Letters of Recommendation**, click **"letters of recommendation section."**
3. Click the blue **"add request"** button to submit requests, one teacher at a time.
4. **Select a teacher** from the drop down box. Make sure to have a personal conversation with teachers before you request a recommendation from them on Naviance Student. It's extremely helpful to provide the teacher with a brag sheet or your resume when making a request. You can do this in the **"about me"** tab section of Naviance Student, or the student profile sheet (see your counselor). Make sure to include extracurricular activities, community activities, community service, work experience, and awards/honors received.
5. Review the colleges listed directly from the **"colleges I'm applying to"** list and check one or more boxes to indicate where the teacher should send the letter.
6. In the **"Personal note"** box, please thank your teacher for writing you a letter of recommendation and give them the deadline by which the letter needs to be submitted. Check with each school's admission requirement for the number of letters they require, whom they should come from, and when they are due.
7. Click **"Submit Request"** at the bottom of the page.





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Not set on a college yet? Try these activities:

Activity #1:

1. Click on the “Colleges” tab, then click “Find Your Fit.”
2. Click on the SuperMatch™ college search link.
3. Select 6 of the “Find Your Best Fit” criteria.
4. Look over the list of colleges that match your criteria. Select “Favorited” for any schools you are interested in applying to.

Activity #2:

1. Click on the “Colleges” tab.
2. Click on “colleges I’m thinking about.”
3. Click on “+ add colleges to the list.”
4. Click on “lookup by”. You can search by, state, country, etc... Once find the college, click the box and click “Favorite” to add the college to the list.
5. Then, explore colleges by clicking on schools name and “visit website.”

Not sure what you want to do after high school? Try this:

Activity #3:

1. Click on the “**Careers**” tab, then click “**Careers Home.**”
In this section, you can explore careers, take a personality type survey, and a career profiler interest survey. When you get a free moment, try these surveys!
2. Click on “**explore careers & clusters.**”
3. Type a career in the “**Search by keyword**” box and click “**Go.**”
4. Select from the list a career that best describes the career you are interested in.
5. Scroll through the 4 tabs: “**Overview,**” “**Knowledge & Skills,**” “**Tasks & Activities,**” and “**Wages.**”
6. If you want to save this career to your favorites, click on “**favorite.**”

This is all about you. Try the following activities:

Activity #4:

1. Click on the “**About Me**” then scroll to “**Postsecondary Plans**” tab.
2. Click on “**game plan**” and complete the survey.

Activity #5:

In this section, you can create goals, a portfolio, resume, view your profile, etc.

1. Click on the “**My Planner**” tab.
2. Click on “**goals.**” Add a goal by completing the required parts. What is it that you hope to accomplish after high school?

Activity #6:

In this section, you can create goals, to-do lists, and complete any tasks that are assigned to you. It is a great tool to help keep you organized in the college and career planning search.

1. Click on the “**My Planner**” tab and begin adding activities, goals, and manage “**Tasks Assigned to Me.**”

Please do not hesitate to meet with your counselor as you work through the college application process. We look forward to working with you during this exciting time!

Counselors:

Mrs. Monica Johnson A-CO
Mr. Jim Kloepfer CR-HE
Mrs. Megan Lemmon HI-ME
Ms. Erica Guice MI-SA
Mrs. Carrie Ackermann SC-Z

