

## NAVIANCE

### Requesting Transcripts and Teacher Recommendations

**\*\*If you applied to a school using the Common App, follow these directions to request a transcript:**

1. Log into your Naviance account.
2. Click on Colleges Tab
3. Click *Colleges I'm Interested In*.
4. Add college(s). **\*MAKE SURE YOU CHOOSE THE CORRECT CAMPUS!**
5. Click the box to the left of the colleges to which you are applying and then click move to application list.
6. Once you do this, it will bring you to a page where you will be asked the type of application (early action, rolling, regular, etc.) and how you are applying (Common App, Direct to institution). It will also ask if you submitted your application.
7. Click Add and request transcript and click Initial.
8. Click on *Colleges I'm Applying To*.
9. Click Match accounts.
10. Enter Common App email address to verify date of birth and then click Match.

**If you did NOT use the Common App, follow these directions to request a transcript:**

1. Log into your Naviance account.
2. Click on Colleges Tab
3. Click *Colleges I'm Interested In*.
4. Skip the blue "Common App Account Matching" box.
5. Add college(s). **\*MAKE SURE YOU CHOOSE THE CORRECT CAMPUS!**
6. Once you do this, it will bring you to a page where you will be asked the type of application (early action, rolling, regular, etc.) and how you are applying (Common App, Direct to institution). It will also ask if you submitted your application.
7. Click Add and request transcript and click Initial.

**To request a letter of recommendation:**

1. From the Colleges tab in Naviance Student, scroll down to the *My Letters of Recommendation* link.
2. On the recommendation request page, students will click on the blue *Add Request* button to submit their requests, one teacher at a time.
3. Step 1: The student should select a teacher from the drop-down list. It is important to note that teachers will only be available in this drop-down list if they have been added to Naviance, given a user account, and had the box checked to appear in this teacher drop-down list. If the teacher is missing from the drop-down list, students should contact a school staff member.
4. Step 2: Student should 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 be sending the letter of recommendation.