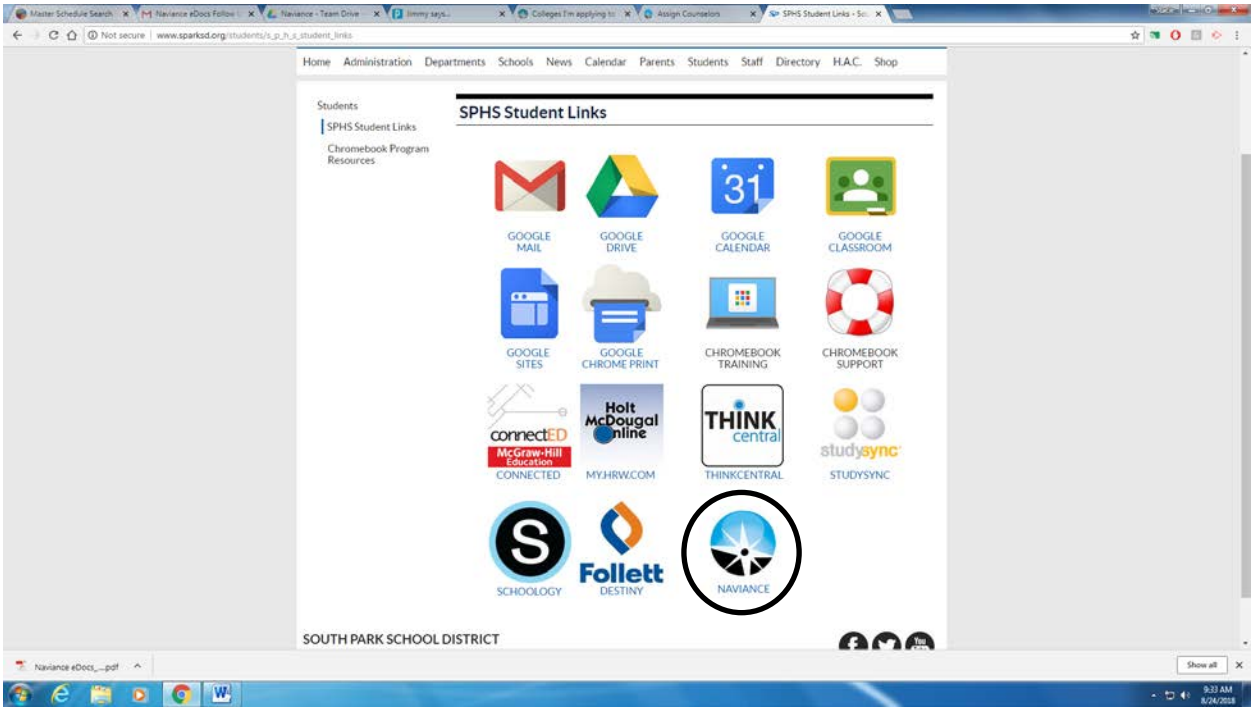
Naviance

Naviance is a college and career readiness platform that enables self-discovery, career exploration, academic planning, and college preparation.

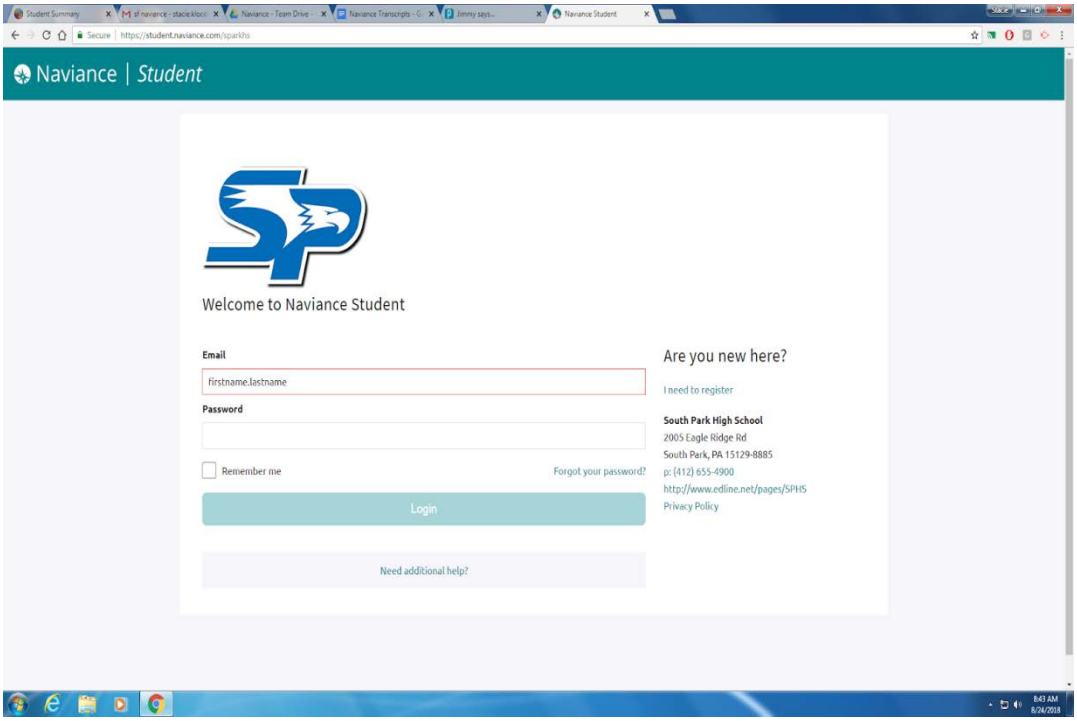
Naviance is used to:

- Complete interest inventories that match students with relevant career information
- Explore colleges and college majors
- Request transcripts and letters of recommendation
- Search local and national scholarships
- Sign up for college visits/representatives that come to South Park High School

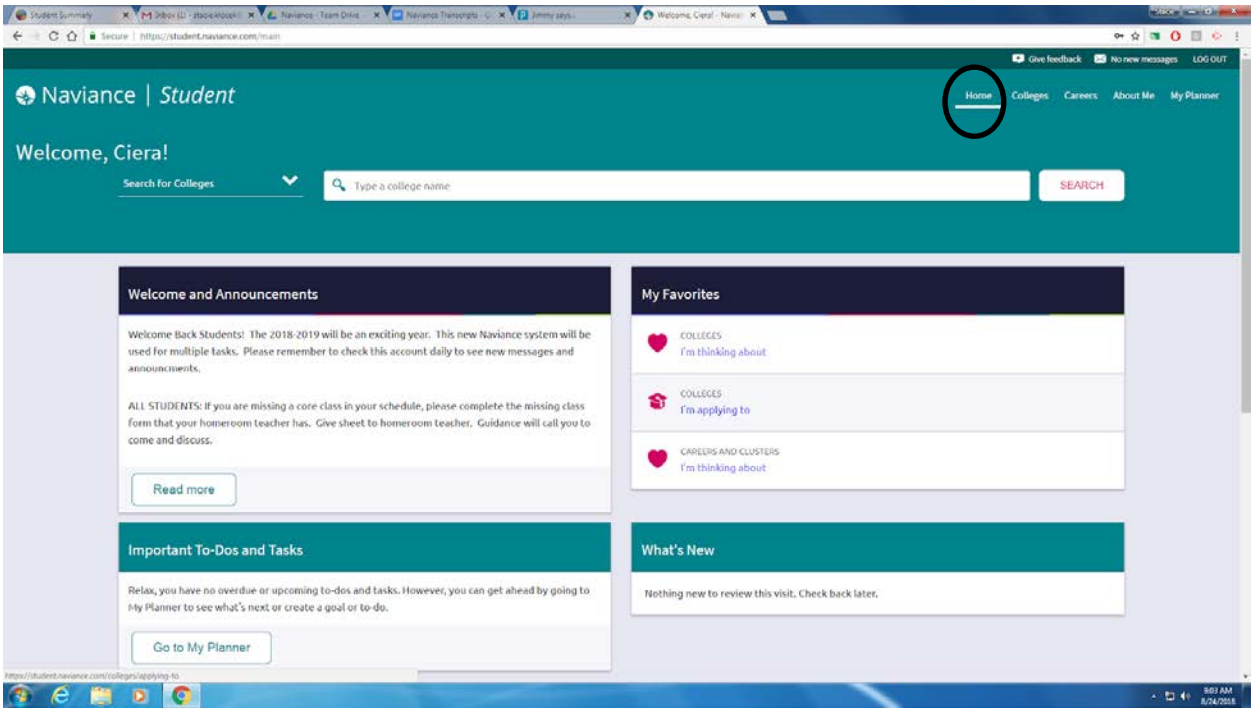
Naviance is located on the South Park Website. Select Students, SPHS Students Link, Naviance (https://student.naviance.com/sparkhs)



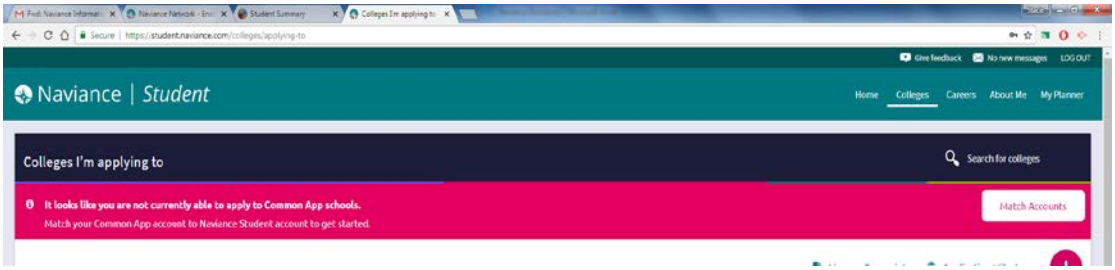
To log into Naviance, your email is your firstname.lastname. (Do not put the parkstudents.org). The password is your student id (Ex. 190nnn, 20xxx, 21xxxx, 22xxx) or the password you have set yourself if you have changed it.



The following screen will appear. If it does appear but looks a little different, click on the Home button on the right hand side of the screen.



You do not have to have a common app account to use Naviance. Naviance will be utilized for all transcripts. If you are not using the common app, you can ignore the directions for matching. On your account, it will continue to show the pink message with the match account button, but you can ignore this. If you have any concerns or questions about this, stop in the guidance department.



Creating Common Application Account:

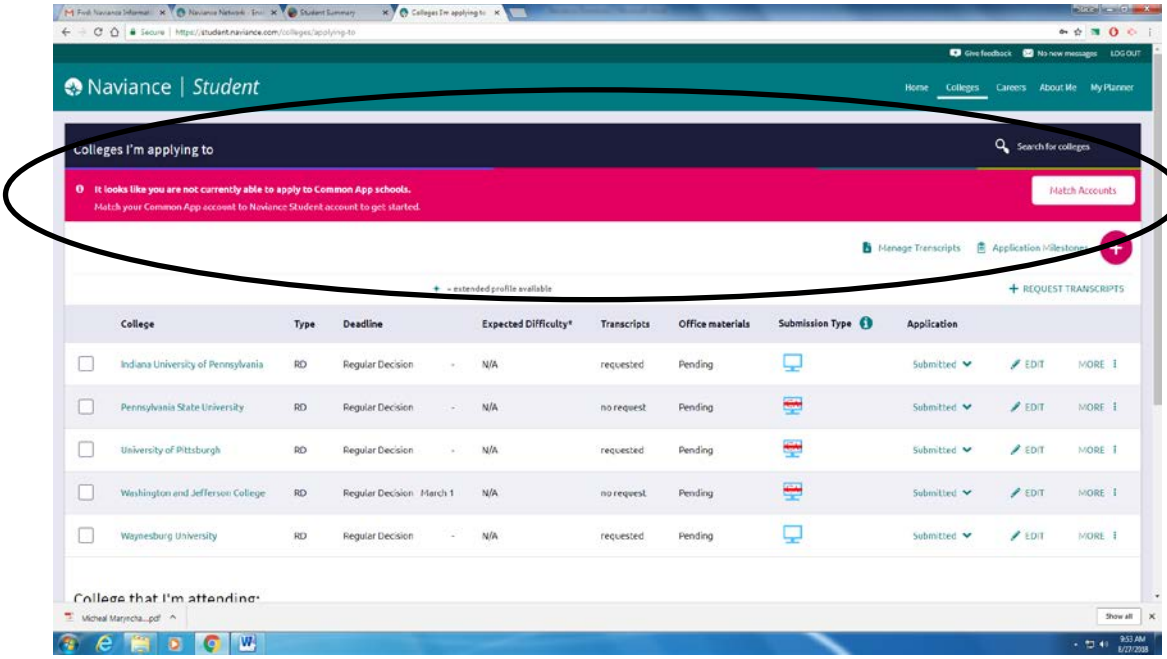
Students who are applying to Common Application destinations should complete the following steps:

1. Register on commonapp.org.
2. Enter high school information, add at least one college, and sign the FERPA Release Authorization on Commonapp.org.

Linking Common Application with Naviance:

If you are applying to colleges/universities using the Common Application, follow these steps to link your Common Application with Naviance. This must be completed in order for transcripts and letters of recommendation to be sent.

1. Log into your Naviance account
2. Click on the "Colleges I'm applying to" link under the "My Favorites" section on your homescreen.
3. In the pink box at the top of the screen click "match accounts".
   A student is eligible to complete the Common App Account Matching process if they have:
   1. Created a Common App account on Common App.
   2. Added at least one college on Common App.
   3. Signed the Common App FERPA Release Authorization on Common App.



4. Read the posted information, scroll to the bottom of the page to enter your email address. Then, click "match accounts".

If your Common Application account and Naviance account do not "match"
An explanation for the unsuccessful match should be given in the "Common App Account Matching" box

1. If it says you need to complete the FERPA"
    1. Login to your Common Application account
    2. Click on "My Colleges"
    3. Choose one of the colleges you plan to apply to
    4. Click on "Recommenders and FERPA"
    5. Click Release Authorization or Show Details depending on your screen.
    6. Check the box that you have read and understood the FERPA Release Authorization explanation above.
    7. Click Continue.
    8. Complete and sign the FERPA agreement then click Save.
    9. Return to your Naviance account and repeat the steps listed above
2. Common App Matching Error: Email Address and Date of Birth
   The student must ensure that they are using the same e-mail address on the matching screen that is used to log into their Common App account. Likewise, the date of birth for the student must be the same in Common App and Naviance Student.
    1. Student can verify e-mail address by simply logging into their Common App account.
    2. If this is correct, contact your guidance counselor for them to check information in Naviance.
3. Common App Matching Error: Last Name
   The student's last name is different in Common App and their Naviance account.
    1. The student can log into their Common App account and change their last name to remove special character and Jr by using the following steps.
        1. The student should log into Common App account at www.commonapp.org
        2. From Common App account, click Common App.
        3. Edit Last Name
        4. Click Continue.
    2. If this is correct, contact your guidance counselor for them to check information in Naviance.

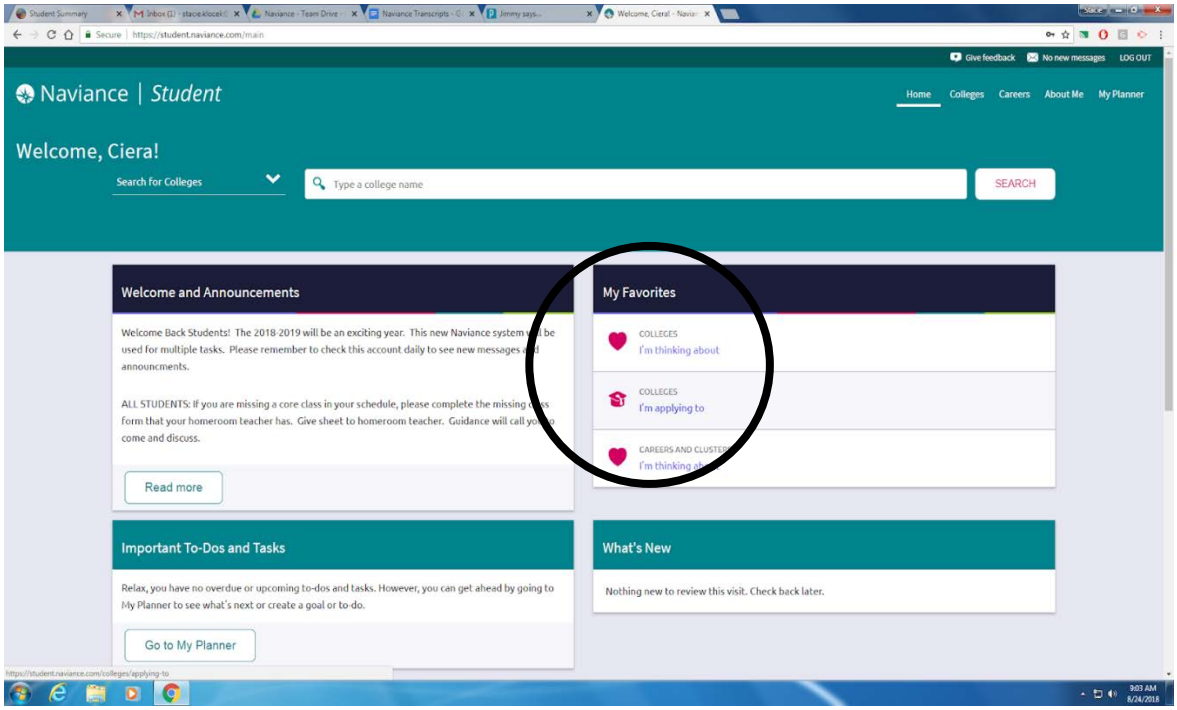
Note: If a student has not completed the Common App Account Matching process, Naviance prevents you from electronically submitting Common App school forms for that student. You will still have the option to print the form and mail it; however, if you do submit the form through the mail, the student will need to sign the FERPA waiver on the printed form

Before requesting transcripts or letters of recommendation, you should complete your college applications through one of these methods:

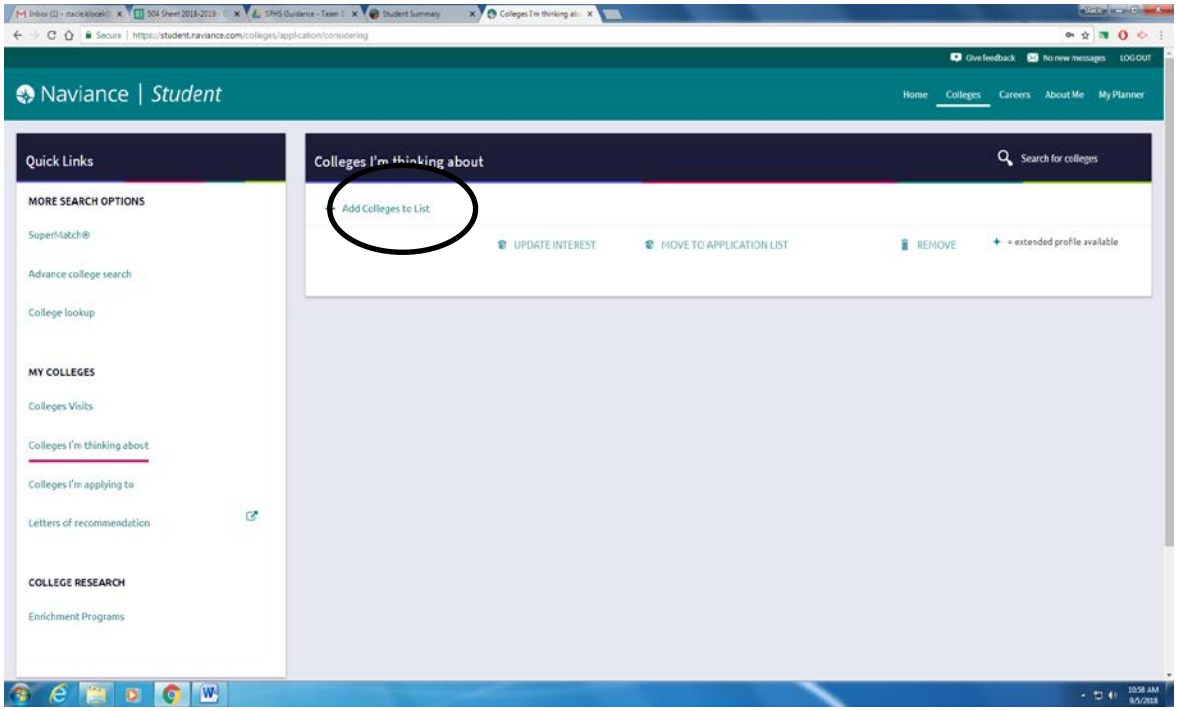
- Common Application. Be sure to enter our high school CEEB code (392275) when selecting South Park as your high school.
- College Specific Electronic Application: Go to the college's website and complete their application online. Applications can usually be found on the Admissions page.

Adding schools to your account and requesting transcripts

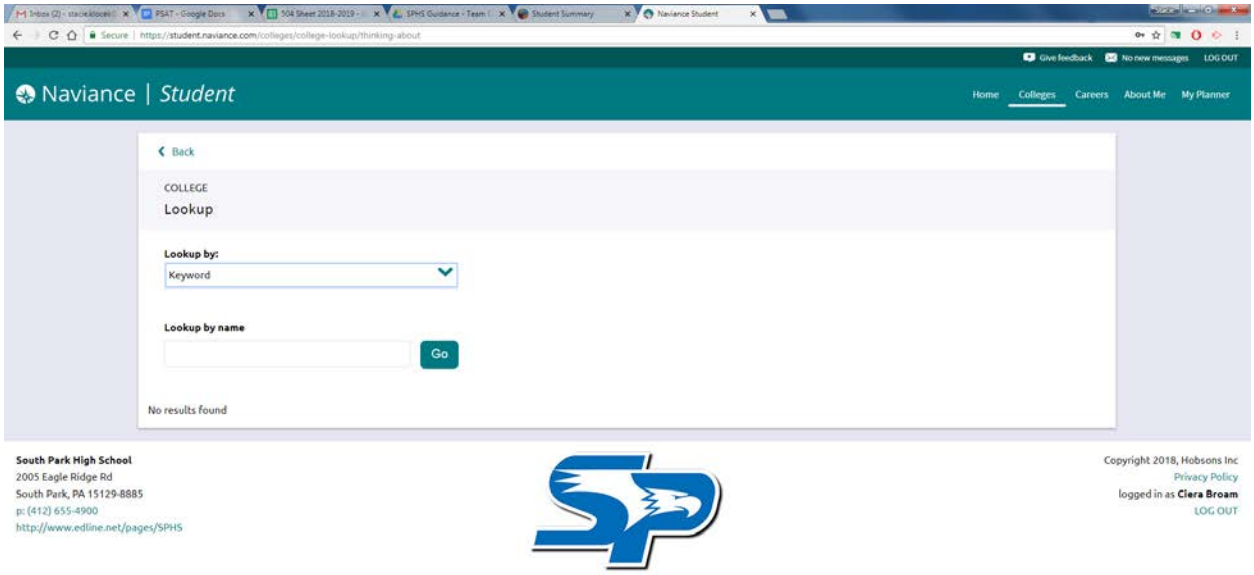
1. Login to your Naviance account.
2. Click on the “Colleges I’m thinking about” link under the “My Favorites” section on your home screen.



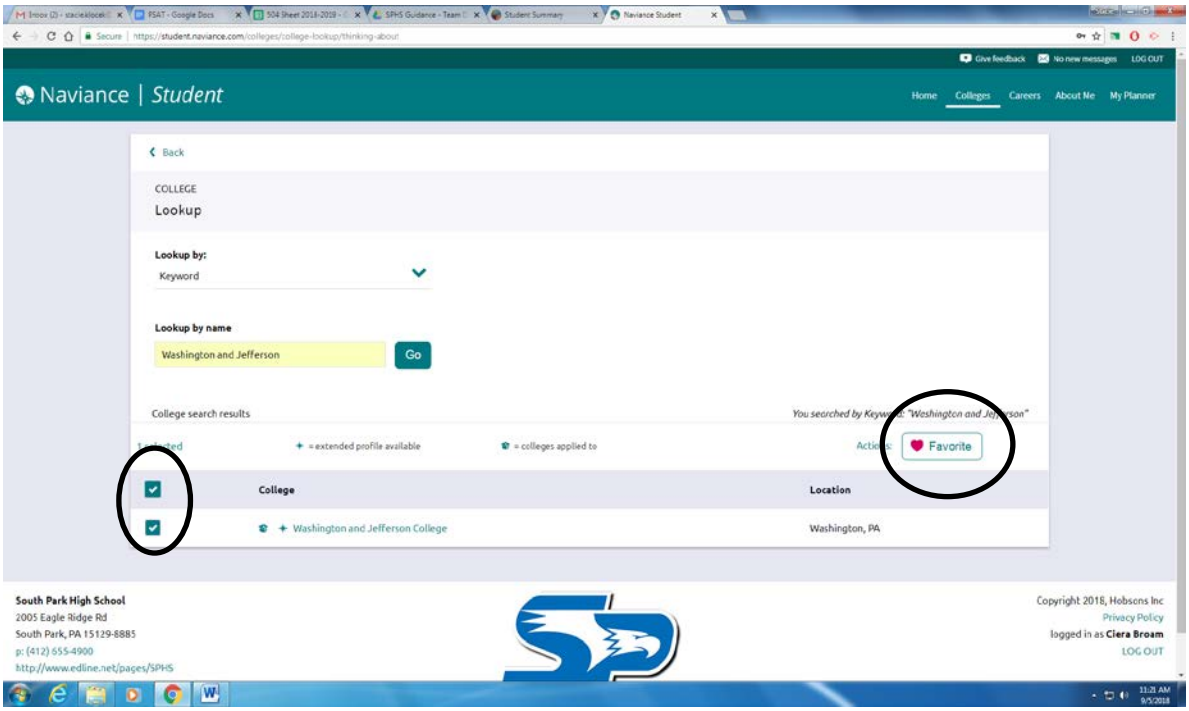
3. Click on “Add Colleges to List” in the upper left hand part of your screen to add a school.



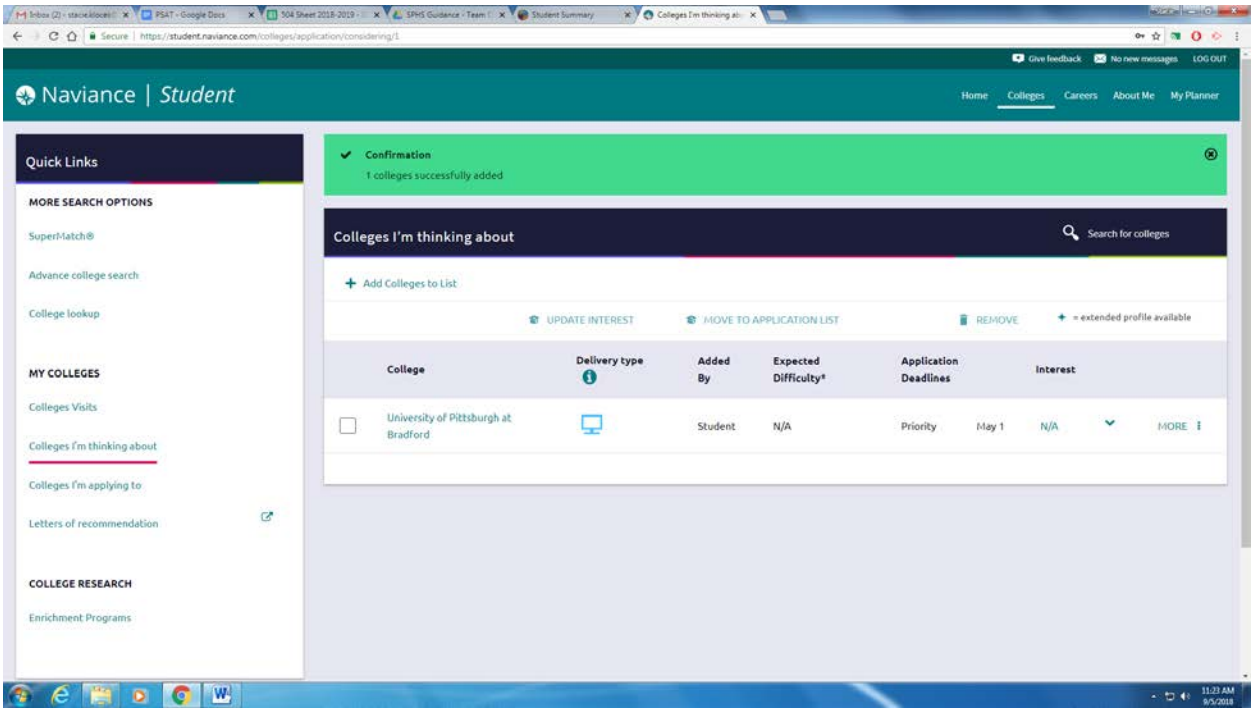
4. Click on the Lookup By, Keyword



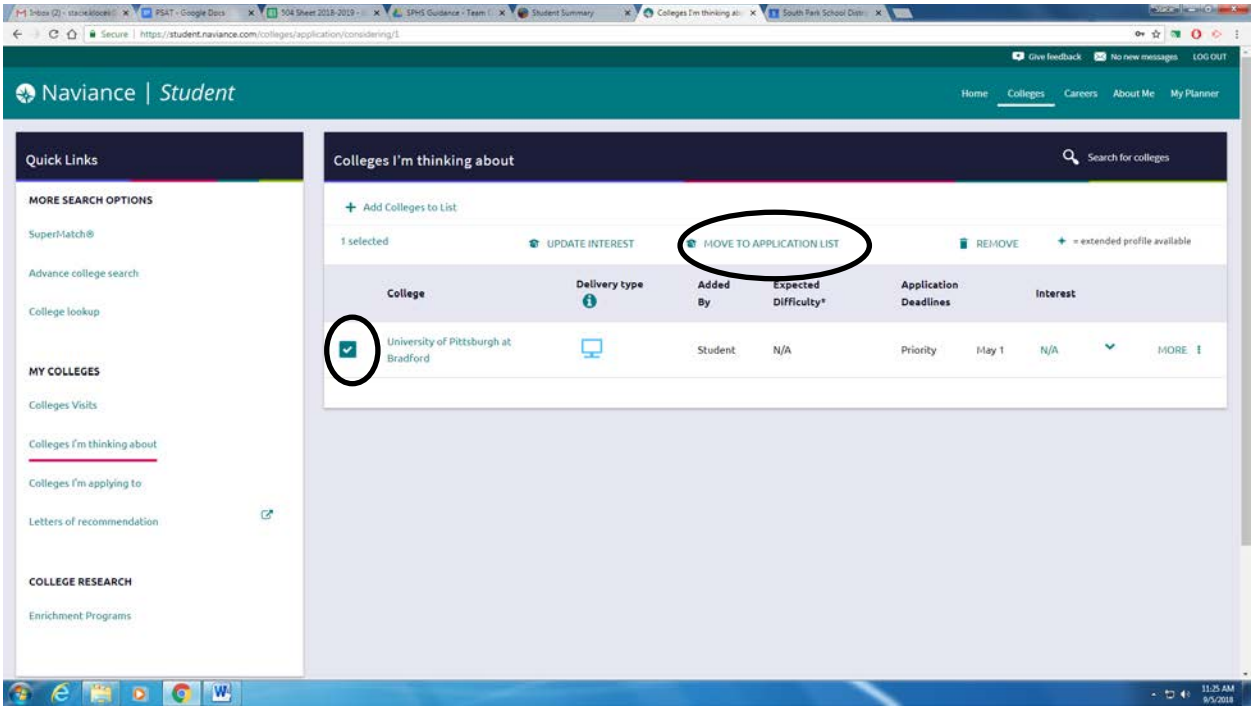
5. Type in Name of the School and click on Go Button.
6. Select the checkbox next to the school name and then click on the “Favorite” Button.



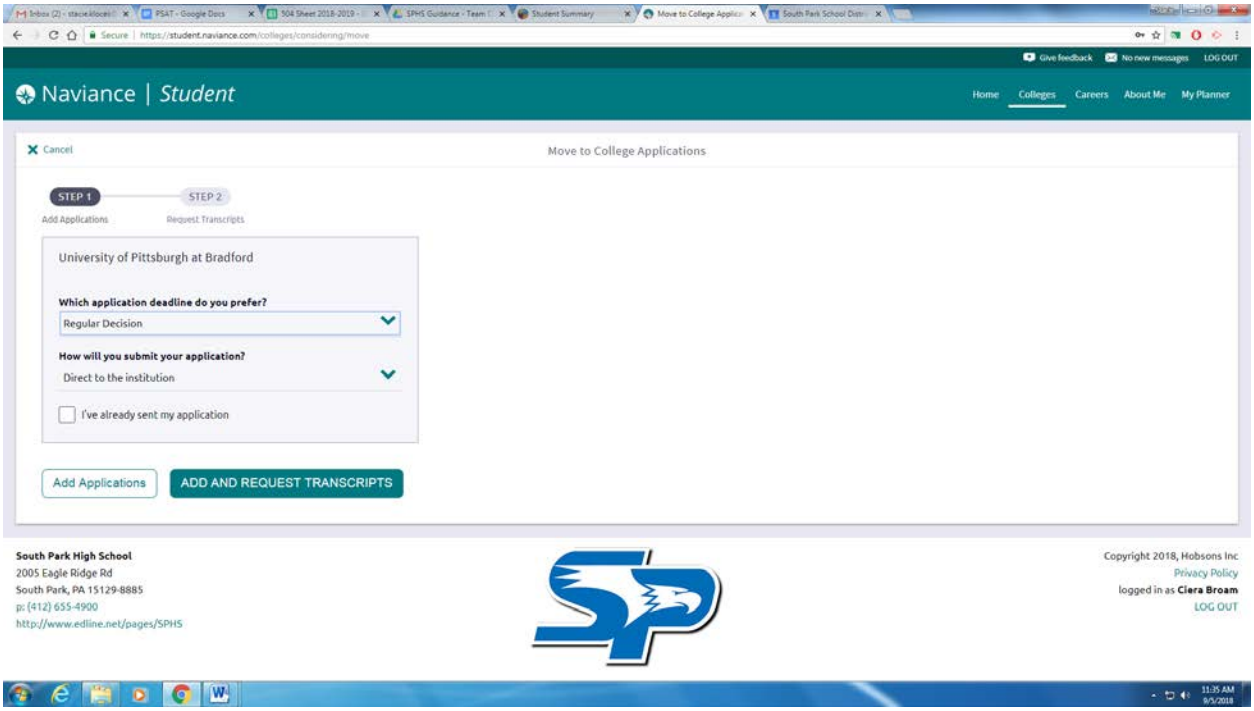
7. The school you selected will appear in the box below



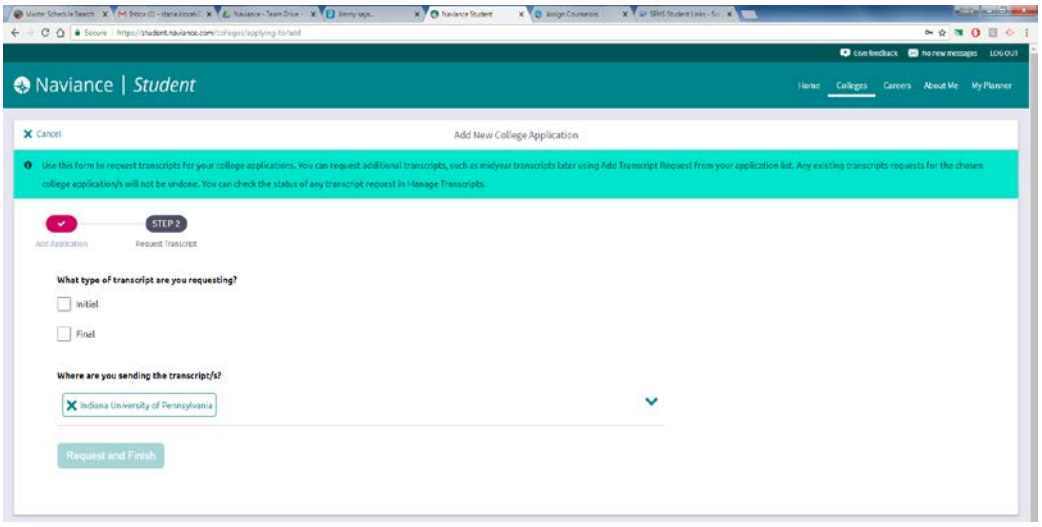
8. Once it is added to the “Colleges I’m thinking about”, it can then be moved to the “Colleges I’m apply to” when student is ready to request transcripts and letters of recommendation.
9. To move it, select the checkbox next the college name, click on “Move to Application List”.



10. Select how you will submit your application using the dropdown menu. Your options will be “Direct to Institution” or “Common Application” (if you have matched your accounts). You must select one of these or your transcript cannot be sent.



11. You can click “Add Application” or click “Add and Request Transcript”.
12. If you choose to request transcript at this time, choose the type of transcript you are requesting:
    1. Initial - The first transcript sent to a college/university. This is the most common option.
    2. Final - The transcript that is sent after graduation, and only to the school you will be attending.



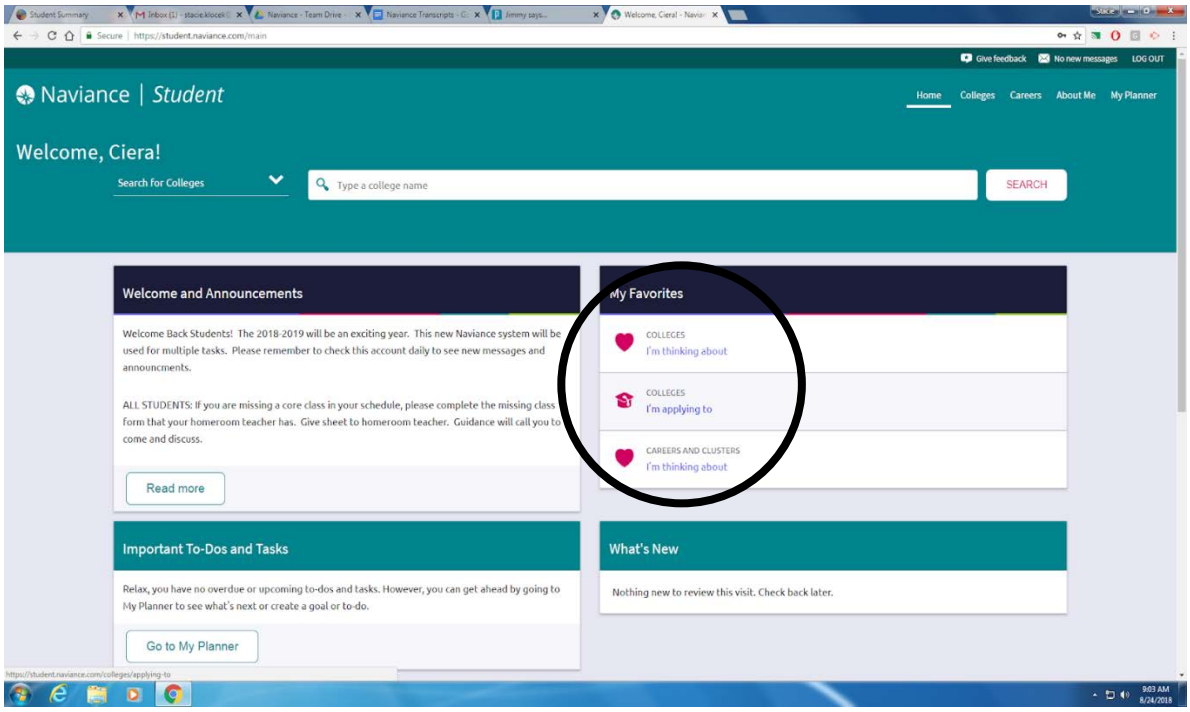
Once checkbox is selected, click on the “Request and Finish” Box.

Your request will be received by the counseling department, who will electronically send your transcript to the desired school. Keep in mind: it could take additional time for the college/university to upload your transcript once it is sent. Transcript requests should be made at least two weeks prior to the application deadline.

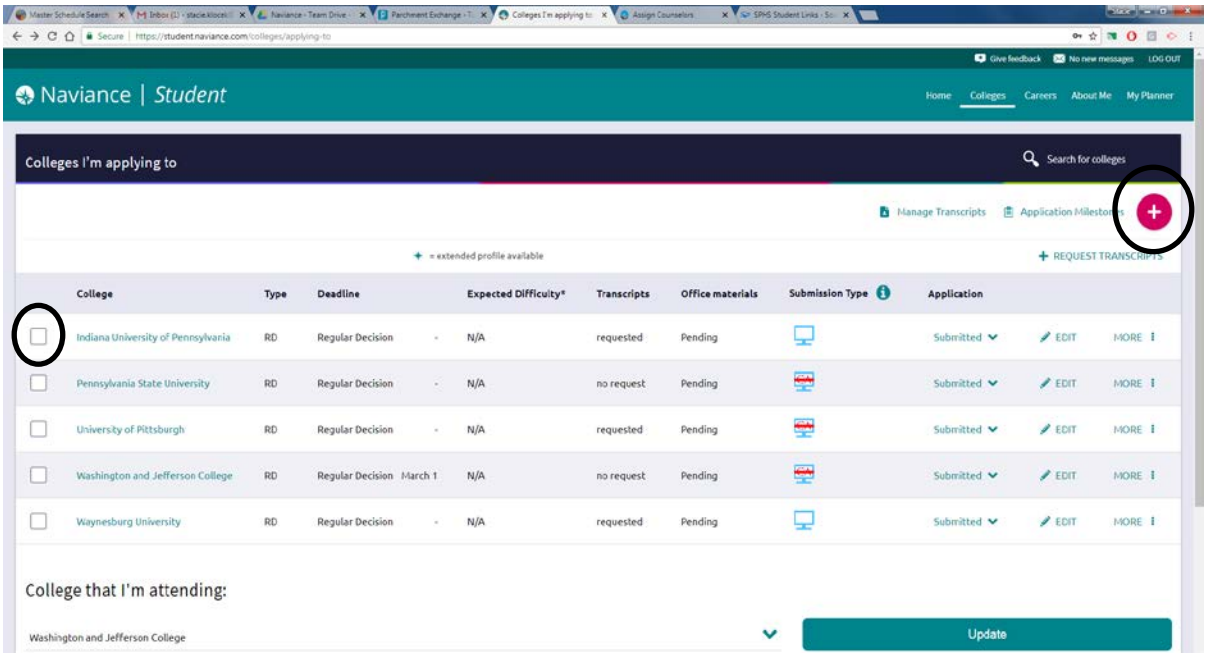
Requesting Transcripts at a Later Time

If you do not want to request a transcript at the same time you add a college, you can come back later and request the transcript.

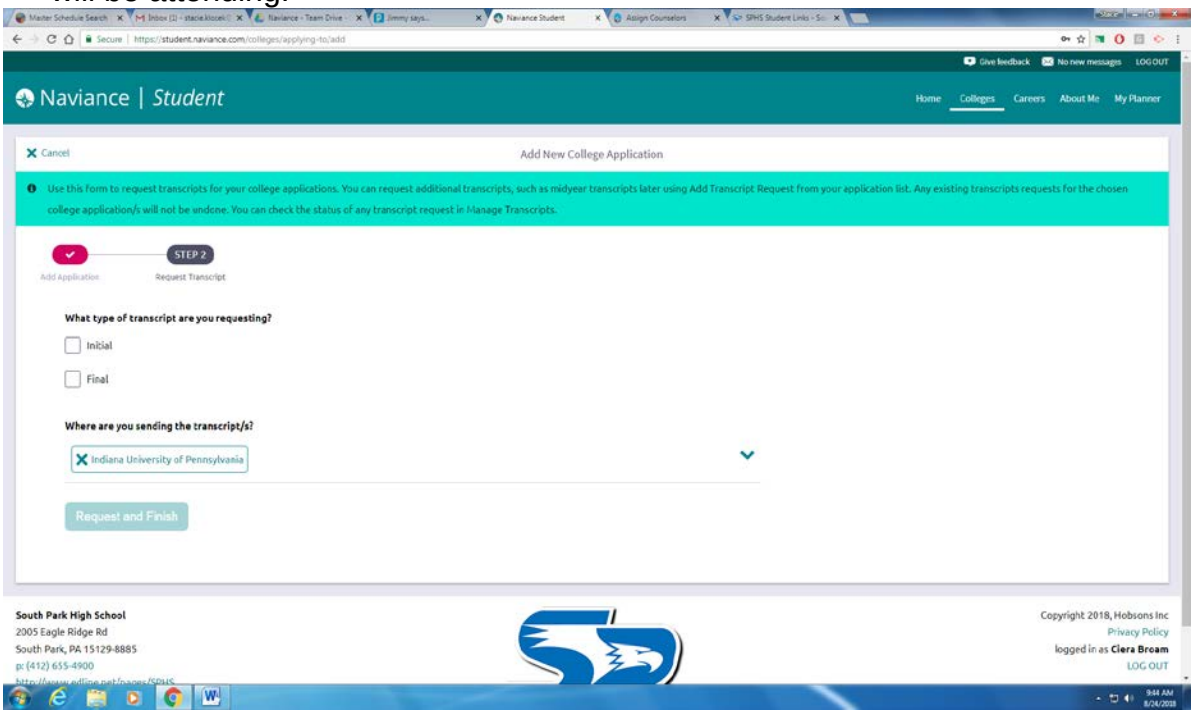
1. Click on the “Colleges I’m applying to” link under the “My Favorites” section on your home screen.



2. Check the checkbox in front of the school you want to submit a transcript for. Then click on the “+ Request Transcript”.



3. Select which type of transcript you want:
    1. Initial - The first transcript sent to a college/university. This is the most common option.
    2. Final - The transcript that is sent after graduation and only to the school you will be attending.

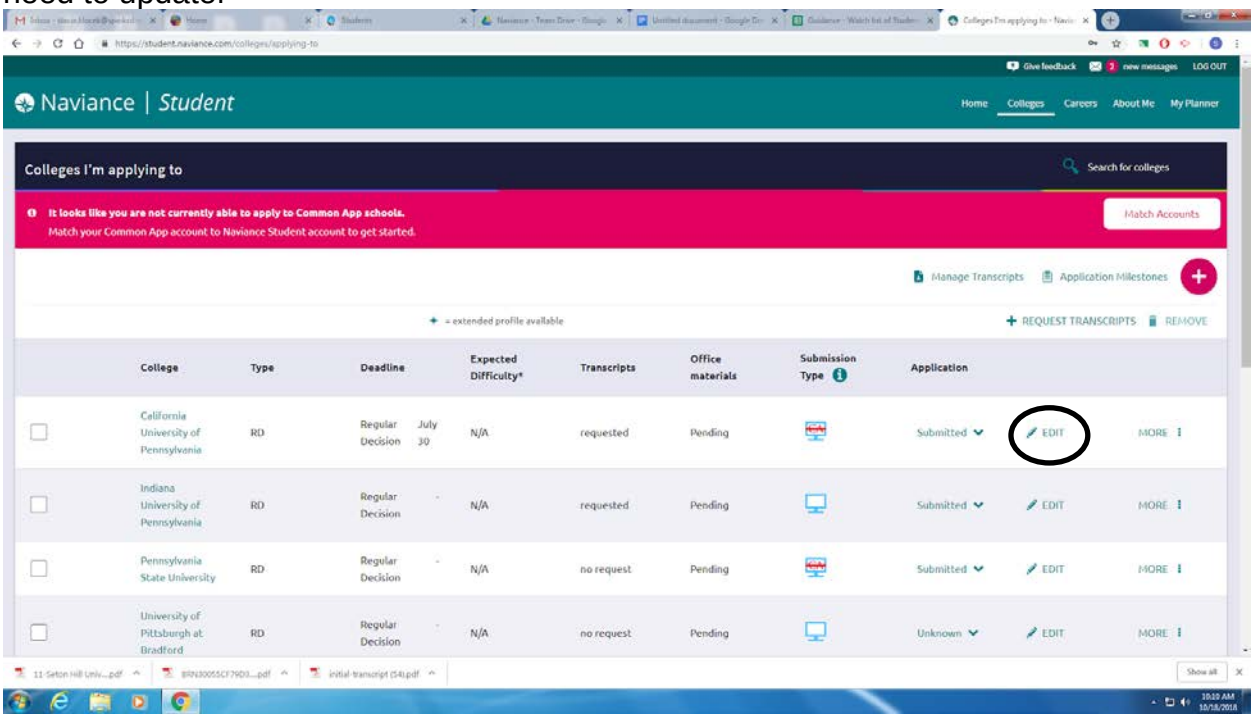


Updating Acceptance/Other Status of University/College in Naviance

Once you have heard back from a college/university about your application, you must update the status in Naviance. You must do this in order for you to be able to request your final transcript be sent at the end of the school year to the university/college you will be attending.

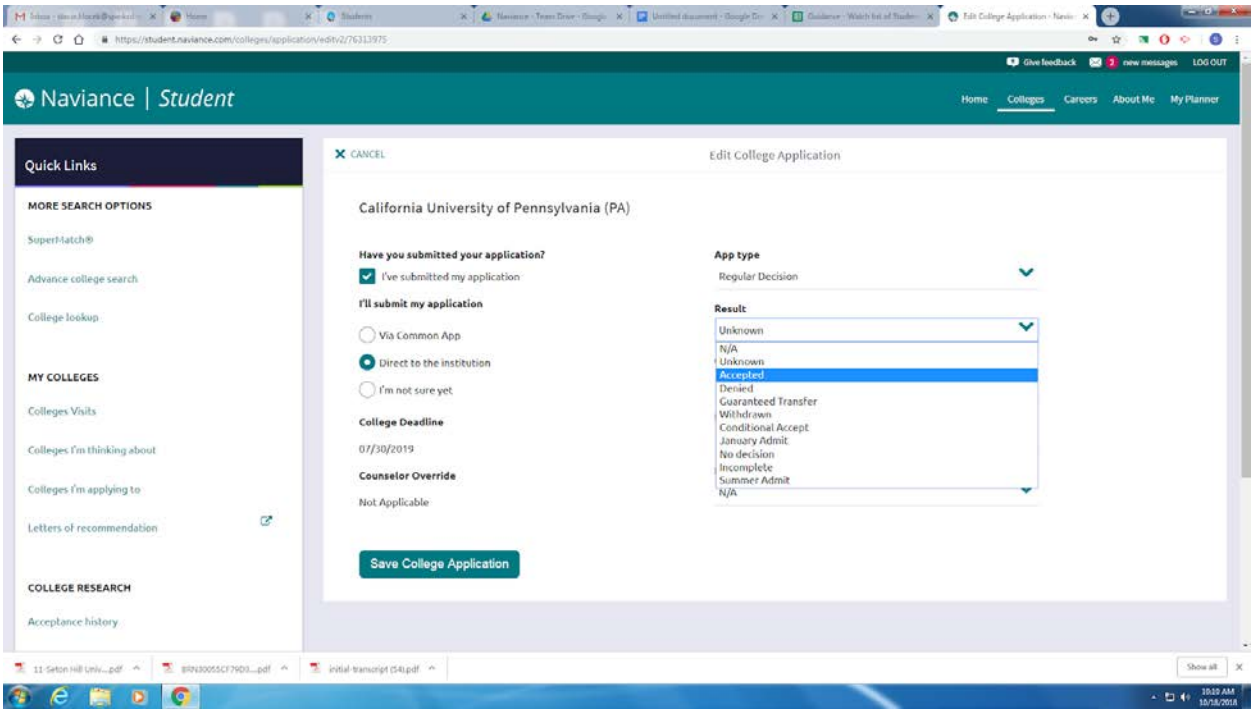
Log into Naviance.

Go under the "Colleges I am Applying To". Click on the EDIT button of the school you need to update.

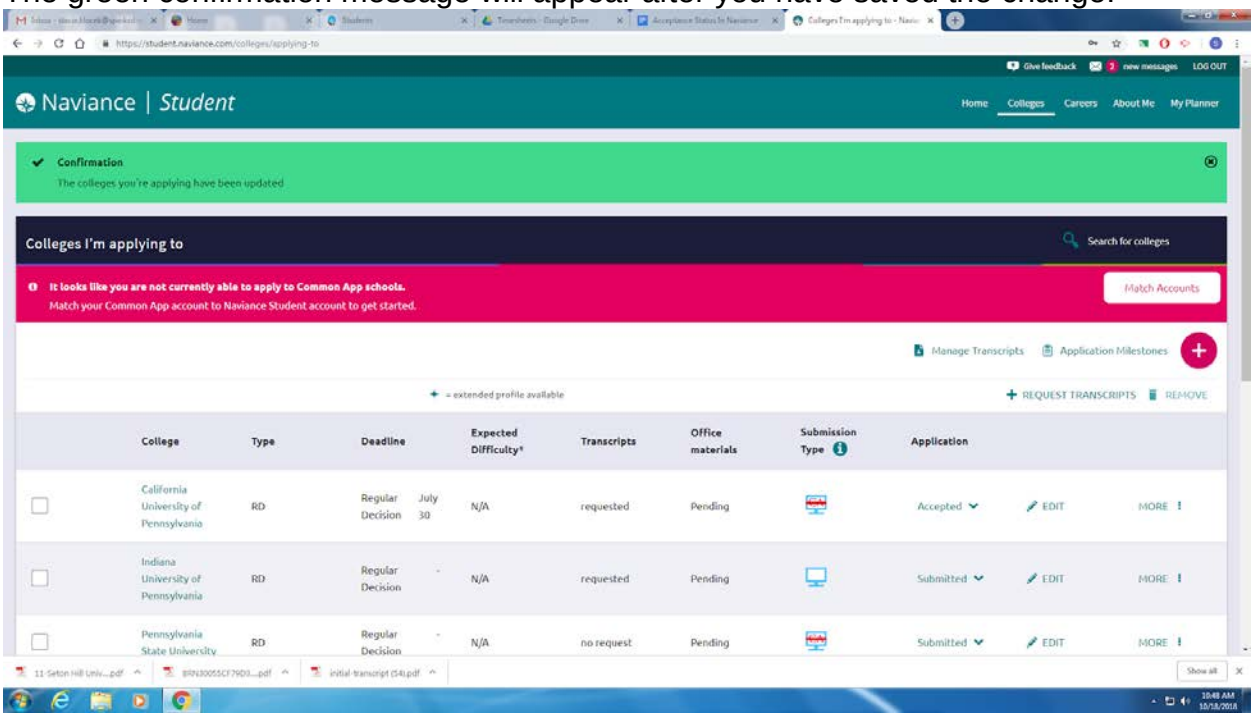


The following screen appears. Click on the "Result" Dropdown. Select the answer that best applies.

Then Click on Save College Application.



The green confirmation message will appear after you have saved the change.



Letter of Recommendations:

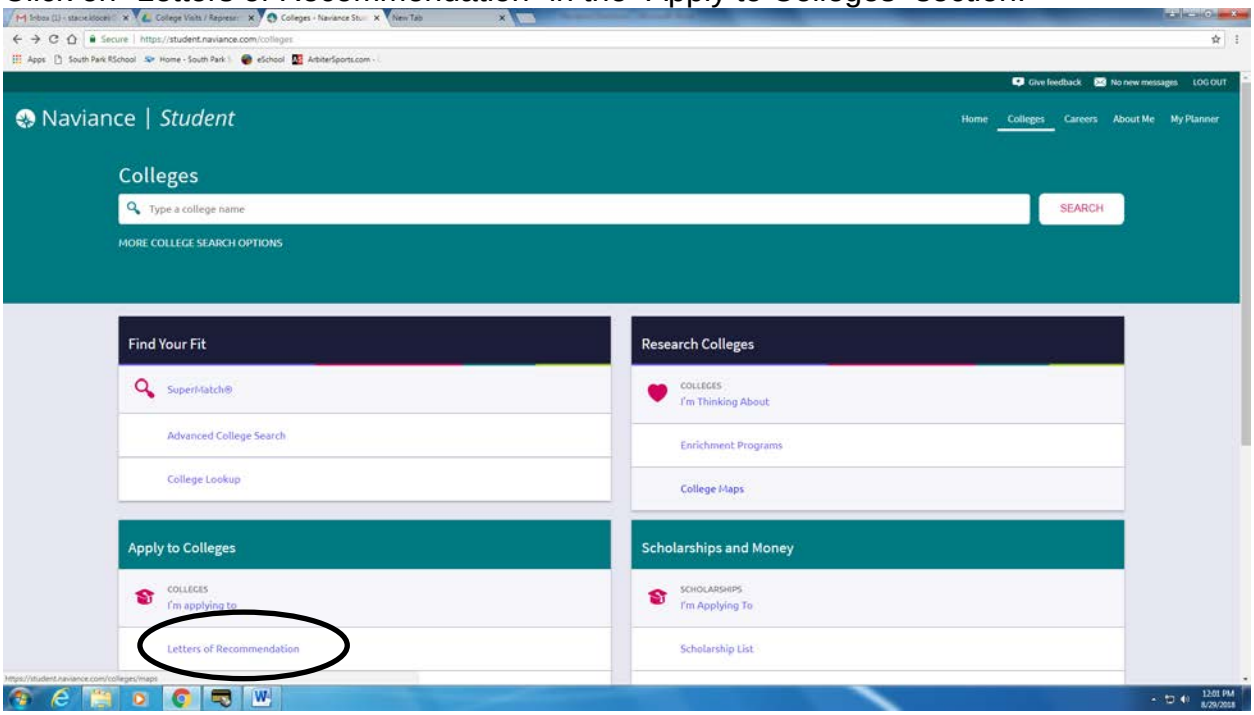
It is important that you review the admission requirements for each school prior to asking a teacher for a letter of recommendation. It is possible that the school(s) to which you are applying do not require a letter of recommendation.

Prior to requesting a recommendation letter via Naviance colleges must be in the "Colleges I'm Applying To" section.

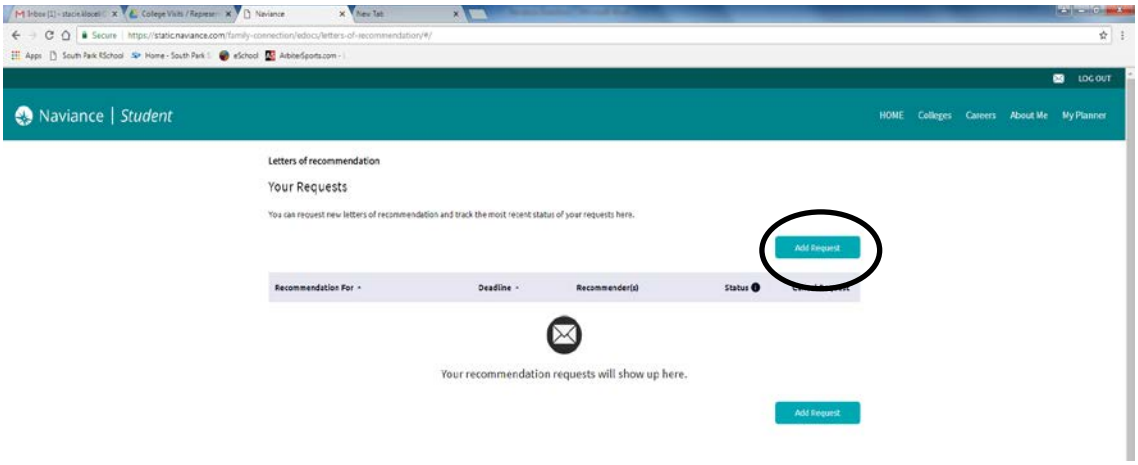
1. Click the "Colleges" tab
2. Click "Colleges I'm applying to"
3. Either match your Common App, or if you are not using Common App, add each school to your list individually

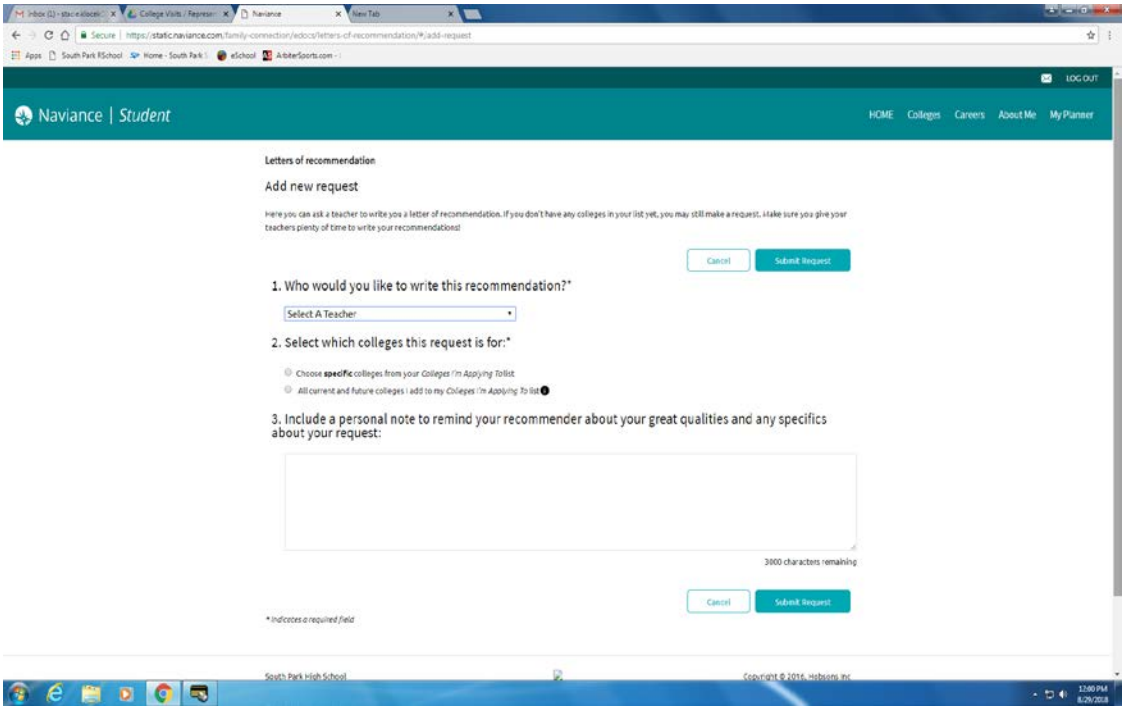
Talk to your teacher in person to ask if he/she would be willing to write a letter of recommendation on your behalf. Be prepared to give the recommender a résumé.

1. From the Naviance homepage, click on the "Colleges" link in the upper right hand corner, then click the "Colleges Homepage" link under the "Colleges" section.
2. Click on "Letters of Recommendation" in the "Apply to Colleges" section.



3. Click on “Add Request”. You can only request a recommendation from one teacher at a time. Therefore, you will need to complete separate requests for each teacher from whom you are seeking a recommendation. Click the drop down box to find the teacher who will be writing your letter of recommendation.





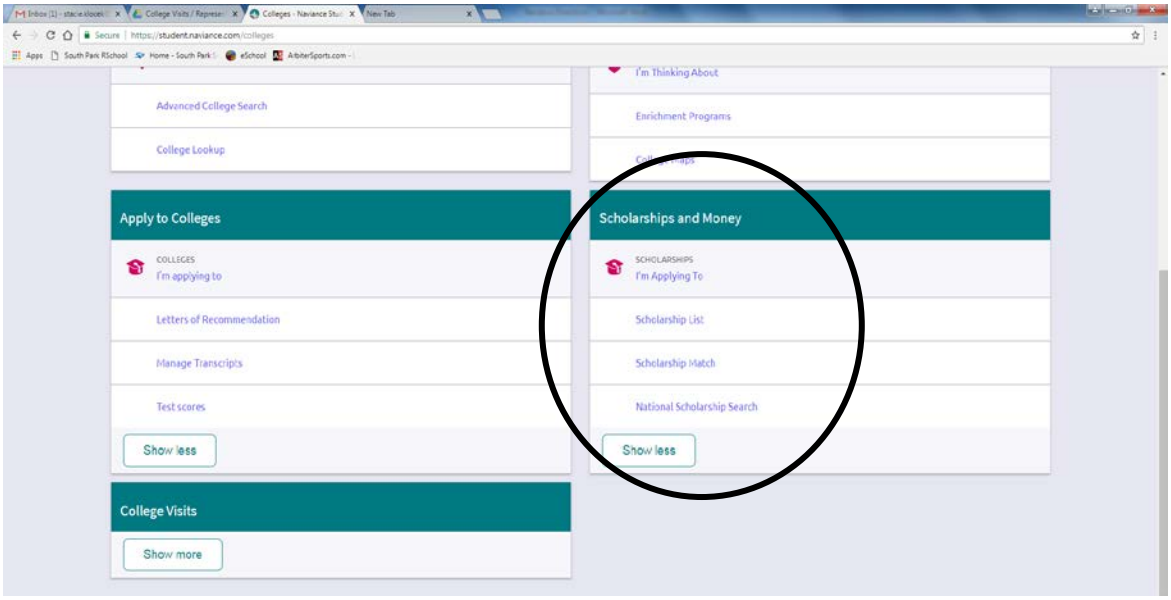
4. Choose “All current and future colleges”, unless a school to which you are applying limits the number of letters of recommendations it will accept. In that circumstance, you need to choose specific schools to which your recommendation(s) will be sent.
5. In the “Personal Note to Teacher” box you should thank your teacher for taking the time to write a letter for you. You can also include any specifics that you want mentioned in your letter. You can paste in your resume here for the teacher to see. Click “Submit Request” to send your teacher recommendation request.

IMPORTANT: If your application requires a counselor recommendation, please notify your counselor via email or in person, as they are not listed in the selection of teachers. Requests for letters of recommendation from a counselor should be made at least two weeks prior to the application deadline

Scholarship Area (Future Function):

As the high school counselors become aware of available scholarships for seniors, they are posted in Naviance. To view information about and read the descriptions of each scholarship, log into your Naviance account. Then, follow these steps:

1. Click on the “Colleges” link in the upper right hand corner.
2. Select “Scholarships and Money” at the bottom of the list.

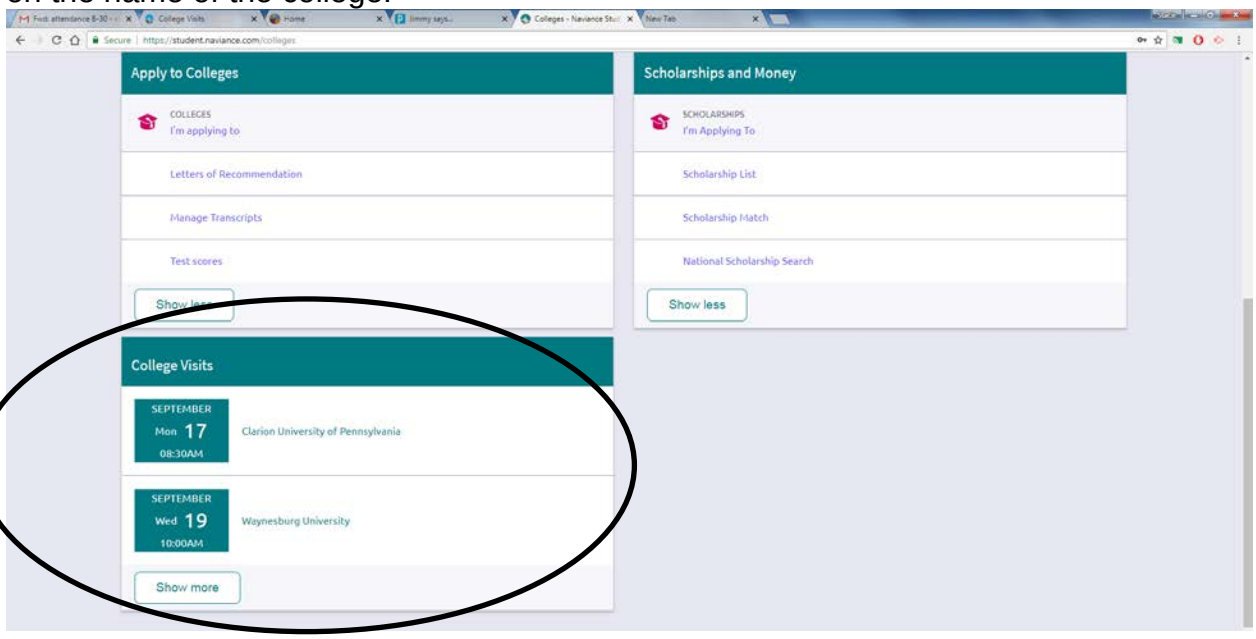


3. Click “Scholarship List” to view the list of current scholarships.

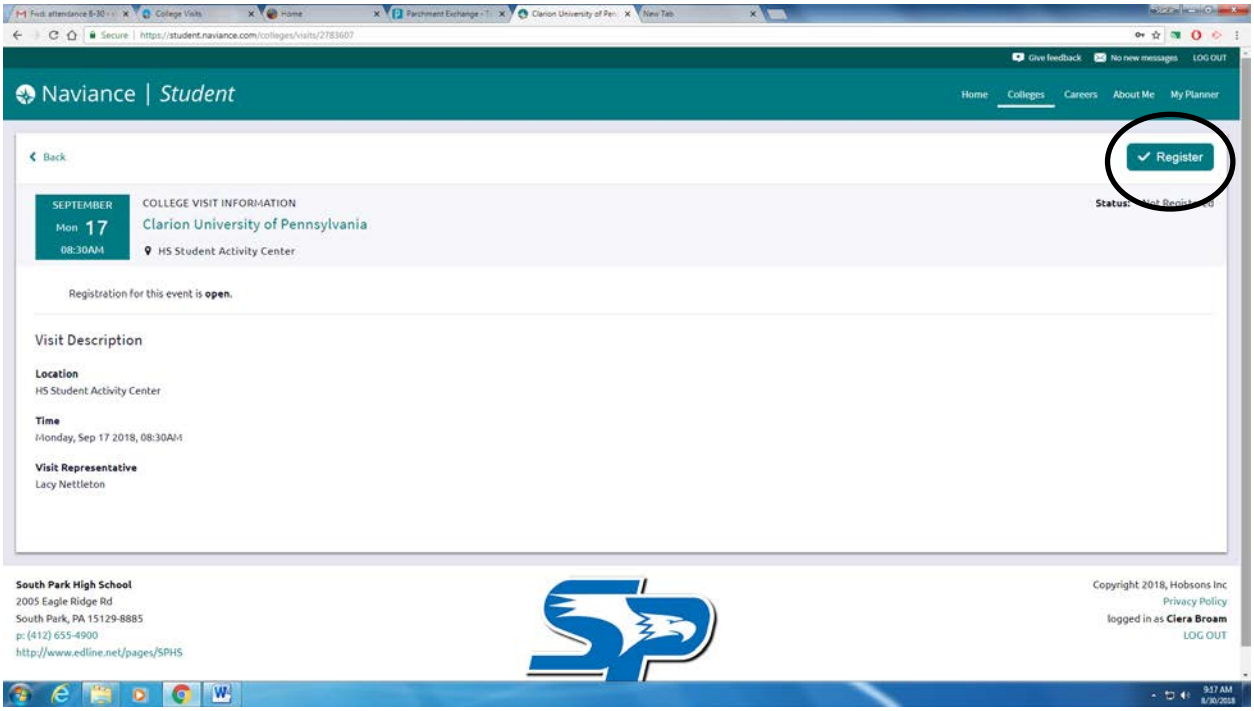
College Visits (Representatives that come to South Park HS):

Students can see and sign up for meetings with the colleges that come to the high school. The name of the school, date and time will be listed. Keep checking daily for the list may change due to new ones being added or changes in existing one.

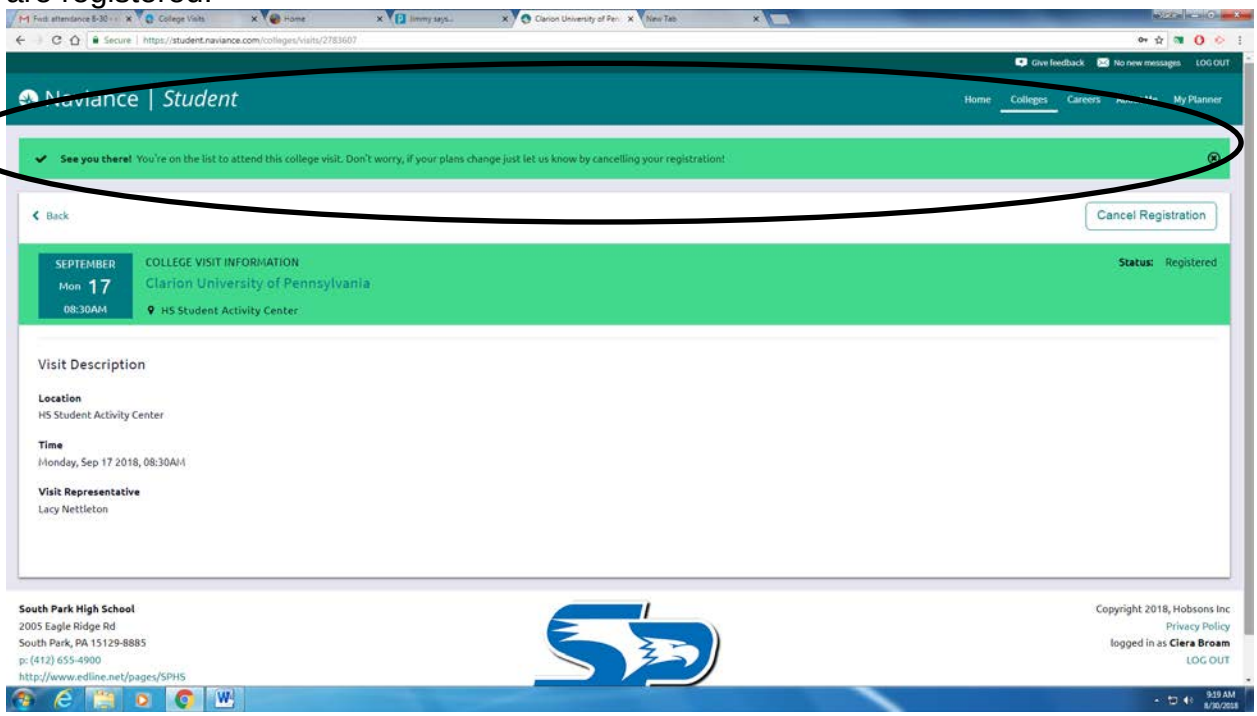
1. From the Naviance homepage, click on the “Colleges” link in the upper right hand corner, then click the “ Home ” link under the “Colleges” section.
2. Scroll down to see the list of college visits under the “College Visit” section. Click on the name of the college.



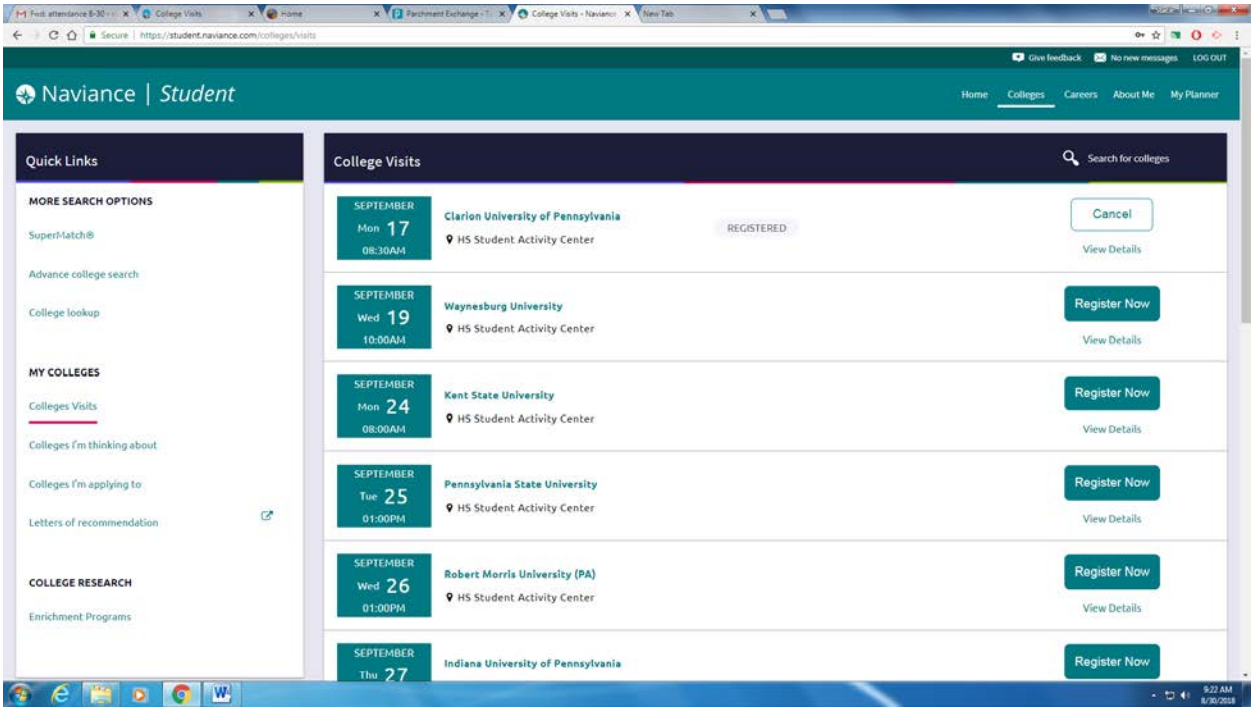
3. The information about the college visit will appear. To register for the visit, click on the teal register button in upper right corner.



4. Once you register, you will get a green box at the top of the screen saying you are registered.



5. Click on "< Back". This will take you back to the list of all college visits. It will show here also that you are registered for the visit.
6. If you want to cancel your registration to the visit, click on the Cancel button. You can also register for more visits on this same screen.


Naviance | Student
Home
Colleges
Careers
About Me
My Planner
Quick Links
MORE SEARCH OPTIONS
SuperMatch®
Advance college search
College lookup
MY COLLEGES
Colleges Visits
Colleges I'm thinking about
Colleges I'm applying to
Letters of recommendation
COLLEGE RESEARCH
Enrichment Programs
College Visits
Search for colleges
SEPTEMBER Mon 17 08:30AM
Clarion University of Pennsylvania
HS Student Activity Center
REGISTERED
Cancel
View Details
SEPTEMBER Wed 19 10:00AM
Waynesburg University
HS Student Activity Center
Register Now
View Details
SEPTEMBER Mon 24 08:00AM
Kent State University
HS Student Activity Center
Register Now
View Details
SEPTEMBER Tue 25 01:00PM
Pennsylvania State University
HS Student Activity Center
Register Now
View Details
SEPTEMBER Wed 26 01:00PM
Robert Morris University (PA)
HS Student Activity Center
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View Details
SEPTEMBER Thu 27
Indiana University of Pennsylvania
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