



NAVIANCE



College Process Guide



Login to Naviance

<https://connection.naviance.com/frankhs>

Use the login that's been assigned for usage on school computers + (grad year + last name + first 2 initials of your first name) ex. 18smithjo + Do NOT use an email for the login, even though it says 'email' Your Password is your student ID number/lunch code number

Doing a College Search

- Click on the COLLEGES tab
- You can use the SuperMatch College search, College search, or use the search box on the left side to look for a specific school.



Build your Resume

- Click on the ABOUT ME tab
- Click on RESUME
- ADD NEW ENTERIES using the drop down menu. Be sure to ADD TO RESUME at the bottom after each section.
- Once all of you're your entries are in, you can CUSTOMIZE YOUR PRINTABLE RESUMES
- This features allows you to add only the entries you want for the resume you need.

Applying to College

- Click on the COLLEGE tab
- Click COLLEGES I'M APPLYING TO (If you have not added the colleges where you are applying, do so now) Once your colleges are added to the list, click the name of the college where you want to apply.
- Typically a box will appear that says APPLY NOW or APPLY ONLINE Click to start your application. If a dropdown box does not appear click on VISIT WEBSITE to access the online application.
- Once you have submitted your application, go back to COLLEGES I'M APPLYING TO
- Click HAVE YOU APPLIED? And check the box, and then click UPDATE APPLICATIONS at the bottom

*If you receive free/reduced lunch, you are eligible for a fee waiver for your college applications. Let your counselor know ASAP!

Counselors
Mr. Barnhart
Mrs. Arlinghaus

Come see us!



Scholarships

- Click on the COLLEGES tab
 - Click on SCHOLARSHIP LIST
 - Select a scholarship on the list and follow the directions to apply.
 - For additional scholarships, click on NATIONAL SCHOLARSHIP SEARCH
- *Remember you cannot win a scholarship if you don't apply for it!

Requesting Letters of Recommendation

- Click on the ABOUT ME tab
- Complete the Recommendation Letter Survey & Resume, Mark as COMPLETE*
- Before requesting the letter, personally ask the teacher and/or counselors to write the letter.
- In COLLEGES I'M APPLYING TO in the COLLEGES tab, scroll down to TEACHER RECOMMENDATION
- Click ADD/CANEL REQUESTS
- Select the Name and add a personal note with the purpose of the letter and the dealing and a THANK YOU!
- Click UPDATE REQUEST

*ALLOW AT LEAST 2 WEEKS FOR THE LETTER TO BE COMPLETED BEFORE THE DEADLINE!!

How to Request a Transcript

YOUR COUNSELOR WILL NOT KNOW TO SEND A TRANSCRIPT IF YOU DO NOT FOLLOW THESE STEPS!

- In the COLLEGES tab, click on TRANSCRIPTS on the left
- Next, request transcripts for the colleges or scholarships
- For College Application, check the box for each college, then click REQUEST TRANSCRIPT at the bottom of the page.
- For scholarships, fill out the information, then click ADD TRANSCRIPT REQUESTS

