



MHS Naviance Guide

4 Year College Application

Start Here: Step 1



LOG INTO COMMON APPLICATION

- Complete Your Profile & Education Section
 - Search for a college you are applying to & Add One College to your list
 - Then Complete your FERPA Waiver
- *(FERPA Release Authorization- to allow MHS to send transcripts)*



Step 2

CONNECTING NAVIANCE TO COMMON APP & COLLEGE SEARCH (LOG INTO NAVIANCE)

- Use the login through Abre/Clever
- Click the ☰ scroll till you see Naviance to Log In
- In Naviance click on the COLLEGES tab
 - Find Your Fit (to search for colleges)
 - SuperMatch (Is a college searching tool)
 - Select Criteria To Start
 - You are able to 'pin' selected schools
- Matching: Common App to Naviance
 - Click: Colleges>I'm Applying to>Match Accounts
 - Type in your e-mail address used for Common App
 - You are now connected! Now go back into Common App to complete the Application



Step 3

ADDING A COLLEGE TO YOUR LIST

- Log Into Naviance (Directions see step 2)
- Click COLLEGES tab
- Click COLLEGES I'M APPLYING TO
 - Click on the Red Circle with the +
 - Type Name of college in box and select
 - Correctly fill out the App type Ex:
 - Nov 1- Early Decision (Binding)
 - Nov 1/Dec 1/ Dec 15-Early Action-Scholarship Deadline
 - Or Regular Decision
 - Select if you are applying
 - Via CommonApp or
 - Direct to Institution
 - You can choose 'Add Application' or you can choose 'add and request transcript'
 - ONLY select request transcript if you have submitted your application online or through Common App



Step 4

RECOMMENDATION REQUESTS

- Click on the Colleges tab
- Click APPLY to COLLEGE
- Click on the LETTERS OF RECOMMENDATION
 - Add Request
- Select the teacher from the drop down box of your choice
- Then select which college the letter will be sent to (You can SELECT ALL)
- Include a personal note (IE: Deadlines, the purpose of letter, & A Thank You Note.
- Then click SUBMIT REQUEST

Don't Forget....



SCHOLARSHIPS

- All Scholarships will be posted through Naviance
 - Click on the COLLEGES tab
 - click on SCHOLARSHIP & MONEY
 - Select scholarship list
 - Follow the directions for any scholarship listed to apply.
- *For additional scholarships click on NATIONAL SCHOLARSHIP SEARCH*

BUILD YOUR RESUME

- Click on ABOUT Me tab
- Click on MY STUFF
- Click on RESUME
- Add NEW ENTRIES by selecting the Red + using the drop down menu.
- Once all of your entries are in, you can CUSTOMIZE your printable resumes
 - This feature allows you to add only entries you want for the resume.




MHS Naviance Guide

2 Year College Applications & Adult Ed

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*Outside Recommendations should be e-mailed to your counselor to be submitted

Any other questions please see your Counselor or Mr. Campolongo in the Future Center.