

Daily Counselor Naviance Instructions

1. Log-in to Naviance



Account

User Name

Password

Remember me

[I forgot my password](#)



2. Click **Applications** link in the left-side navigation

The screenshot shows the Naviance web application interface. At the top is a dark blue navigation bar with the Naviance logo and links for Students, Planner, Scholarships, Colleges, Careers, Connections, and Reports. Below this is a left-side navigation menu with sections for Quick Links (where "Application Manager" is highlighted with an orange box), Account Settings, and Current Services. The main content area displays "Naperville North High School :: Naperville, IL :: U" and "Class of 2015 Snapshots" with a dropdown menu set to "Students with submitted applications". A large blue circular gauge chart shows the distribution: "Not applied 99.9%" and "Applied 0.1%".

Daily Counselor Naviance Instructions

- Click on the **Advanced Search** button

Application Manager

pending apps | submitted apps | history | summary

PENDING APPLICATIONS

Grade/Class: class of 2015 (grade 12) ▾

Currently showing: 18 applications
All new applications added in the past 7 days

Show me: (select list) ▾ or

Quick lookup: last name: and/or college:

<input type="checkbox"/> all	College	Student	Office Status	Student Status	Type	Delivery Type	Transcript
<input type="checkbox"/>	U of Pennsylvania		Pending	-	RD		no consent
<input type="checkbox"/>	U of Michigan		Pending	-	RD		no consent
<input type="checkbox"/>	Stanford Univ		Pending	-	RD		no consent
<input type="checkbox"/>	New York Univ		Pending	-	RD		no consent
<input type="checkbox"/>	Cornell Univ		Pending	-	RD		no consent

- Under **Counselor**, choose your name. Then scroll down to the bottom of the page.

Application Manager

pending apps | submitted apps | history | summary

PENDING APPLICATIONS

Class: class of 2015 (grade 12) ▾

Office Status: Pending ▾

Student Submitted: does not matter no/unknown submitted

Counselor: (select counselor) ▾

App Type: Regular Decision (select all that apply)
Rolling
Priority
Early Decision
Early Decision II
Early Action
Restrictive Early Action ▾

College [more>>](#): (select from quicklist) ▾ or ::lookup

Common Application: Does not matter All Common App Colleges All NON-Common App Colleges

College group: (select group) ▾

App Flag: (select flag) ▾

Student: ::change

Teacher Recs: (select teacher) ▾

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- At the bottom of the page, under **Sort list by**, choose “Student Name” in the first box. Leave the second box (“Ascending Order”) along. Then, click the **Search** button

Common Application Does not matter All Common App Colleges All NON-Comm

College group (select group) ▼

App Flag (select flag) ▼

Student [] ::change

Teacher Recs (select teacher) ▼

App Milestone (select milestone) ▼ milestone is not complete milestone

Transcript (select status) ▼

Deadline Due before: [] (e.g. '11/1/2003') or due within the next []

Date added App was added in the last: [] day(s)

Added by student Application was added by the student

Date modified App was modified in the last: [] day(s)

Student modified App was modified by the student in the last: [] day(s)

Sort list by student name ▼ in ascending order ▼

cancel search

- Before sending out ANYTHING (transcript, school report, written evaluation, etc), check to make sure the student has **Requested** a transcript

<input type="checkbox"/>	Carthage Coll		Pending-	RD		requested	
<input type="checkbox"/>	Denison Univ		Pending-	RD		no request	1/15/13
<input type="checkbox"/>	Belmont Univ		Pending-	RD		no request	
<input type="checkbox"/>	Duke Univ		Pending-	RD		no request	1/2/13
<input type="checkbox"/>	Hope Coll		Pending-	RD		no request	
<input type="checkbox"/>	U of Michigan		Pending-	RD		no request	
<input type="checkbox"/>	Vanderbilt Univ		Pending-	RD		no request	1/3/13
<input type="checkbox"/>	NCAA		Pending submitted	RD		requested	
<input type="checkbox"/>	Brigham Young Univ		Pending-	PRI		no consent	12/1/12
<input type="checkbox"/>	Brigham Young Univ Idaho		Pending-	RD		no consent	2/1/13

DO NOT SEND IF:

No Consent: Student has NOT turned in Transcript Authorization Form to Carol.

No Request: Student has NOT requested a transcript in Naviance

OKAY TO SEND IF:

Requested: The student has turned in their Transcript Authorization Form AND has requested a transcript in Naviance.

Daily Counselor Naviance Instructions

7. Once you have a student who has **Requested** transcripts, click on the student's name

<input type="checkbox"/>	Trent Univ	[Redacted]	Pending	-	RD		request	1/3/13
<input type="checkbox"/>	Williams Coll	[Redacted]	Pending	-	RD		no request	1/1/13
<input type="checkbox"/>	Boston Univ	Jessie	Pending	submitted	RD		requested	1/1/13
<input type="checkbox"/>	U of Dayton	[Redacted]	Pending	submitted	RD		requested	3/1/13
<input type="checkbox"/>	Miami Univ, Oxford	[Redacted]	Pending	submitted	RD		requested	2/1/13
<input type="checkbox"/>	U of Miami	[Redacted]	Pending	submitted	RD		requested	1/1/13
<input type="checkbox"/>	U of Michigan	[Redacted]	Pending	submitted	RD		requested	
<input type="checkbox"/>	Ohio State Univ	[Redacted]	Pending	submitted	RD		requested	2/1/13
<input type="checkbox"/>	DePaul Univ	[Redacted]	Pending	-	RD		requested	2/1/13
<input type="checkbox"/>	U of IL Chicago	[Redacted]	Pending	-	RD		requested	1/15/13
<input type="checkbox"/>	U of IL Urbana-Champaign	[Redacted]	Pending	-	RD		requested	1/2/13
<input type="checkbox"/>	Loyola Chicago	[Redacted]	Pending	-	RD		requested	
<input type="checkbox"/>	Boston Coll	[Redacted]	Pending	-	RD		no request	1/1/13

8. It will now take you to the student's **Colleges** tab. Click on the **eDocs** tab, next to the Colleges tab.

Jessie Class of 2013

General	Plan	Scores	Colleges	eDocs	Resume	Scholarships	Journal	Documents	Careers
active applications	milestones	history	graphs	prospective colleges	comparison	event			
ACTIVE APPLICATIONS									
Print summary Print detail									
<input type="checkbox"/> all	College	Delivery Type	Office Status	Student Status	Common App Status	Type	WL	DF	
<input type="checkbox"/>	Boston Univ		Pending	Submitted	Submitted	RD			
<input type="checkbox"/>	U of Dayton		Pending	Submitted	Submitted	RD			
<input type="checkbox"/>	U of Iowa		Initial materials submitted	Submitted	N/A	RD			
<input type="checkbox"/>	Miami Univ, Oxford		Pending	Submitted	Submitted	RD			
<input type="checkbox"/>	U of Miami		Pending	Submitted	Submitted	RD			
<input type="checkbox"/>	U of Michigan		Pending	Submitted	Submitted	RD			
<input type="checkbox"/>	Ohio State Univ		Pending	Submitted	Submitted	RD			

Daily Counselor Naviance Instructions

9. Once on the new page, make sure that the transcript has been uploaded

Megan **Class of 2015**

General	Plan	Scores	Assessments	Colleges	eDocs	Resume	Scholarships	Journal	Documents	Careers	Success Plan	Post-grad
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[Student Details](#) [Prepare](#) [Send](#) [Print](#) [Submission Status](#) [Previous Years](#) [View eDocs Destinations](#)

Common App **MATCHED**

CA FERPA Waiver **WAIVED**

Active Transcript **NONE**

Documents Checklist [^ Hide](#)

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
<ul style="list-style-type: none"> - Initial Transcript - Transfer Transcript - Written Evaluation - Other School Report - Leaving Exam Results - Common App School Report - NACAC School Report - Current Courses 	<ul style="list-style-type: none"> - Mid-year Transcript - Optional Transcript - OR Explanation of Change - Other Optional Report - MR Explanation of Change - Other Mid-year Report - Grade Report/Report Card - Common App Mid-year Report - Common App Optional Report - NACAC Mid-year Report 	<ul style="list-style-type: none"> - Final Transcript - Other Final Report - FR Explanation of Change - Common App Final Report 	<ul style="list-style-type: none"> - Common App Teacher Evaluation - Letter of Recommendation

Active Applications

College ^	Delivery Type	Type	Deadline	Teacher Recommendations ⓘ
Barnard Coll		RD	-	2 min / 4 max / 0 uploaded

10. After checking on the transcript, see what type of schools the student is applying to. If there are Common App schools, click on the **Send** link (to see if they require a Counselor Form/Written Eval).

Send Documents [Expand All](#)

College	Initial Report
<input type="checkbox"/> University of Illinois at Chicago Full details <ul style="list-style-type: none"> • This college is not in the student's Common App application list • Written evaluation not required • Teacher LORs: 0 min / 4 max • 0 teacher LORs have been submitted 	
<input type="checkbox"/> Yale University Full details <ul style="list-style-type: none"> • This college is not in the student's Common App application list • Written evaluation required • Teacher LORs: 2 min / 2 max • 0 teacher LORs have been submitted 	

[Review and Submit](#)

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11. If you need to submit a Common App Counselor Form/Written Eval/Other SR (our custom one), go back to the **Prepare** link at the top and add complete/upload those documents. Otherwise, if those are **not** needed, you're good to send your documents off

Student Details **Prepare** Send Print Submission Status Previous Years View eDocs Destinations

Common App **MATCHED** CA FERPA Waiver **WAIVED** Active Transcript **NONE**

The School Information form must be completed before any Common App or NACAC forms can be prepared. Would you like to complete this form now? [Prepare School Information Form](#)


Documents Checklist [^ Hide](#)

Initial Checklist	Mid-year Checklist	Final Checklist
<ul style="list-style-type: none"> - Initial Transcript - Transfer Transcript - Written Evaluation - Other School Report - Leaving Exam Results - Common App School Report - NACAC School Report - Current Courses 	<ul style="list-style-type: none"> - Mid-year Transcript - Optional Transcript - OR Explanation of Change - Other Optional Report - MR Explanation of Change - Other Mid-year Report - Grade Report/Report Card - Common App Mid-year Report - Common App Optional Report - NACAC Mid-year Report 	<ul style="list-style-type: none"> - Final Transcript - Other Final Report - FR Explanation of Change - Common App Final Report

Teacher Documents [+ Add](#)

No documents have been added.

Counselor Documents [+ Add](#)



12. On the **Send Forms** page, before sending anything, please click the **Update logo**  in the upper right-hand corner (this will only appear if a student has synced their Common App & Naviance accounts, AND may help fix instances of the student's Common App & Naviance account sync not being completely up to date).


General Plan Scores Assessments Colleges eDocs Resume Scholarships Journal Documents Careers Success Plan Post-grad

Student Details Prepare **Send** Print Submission Status Previous Years View eDocs Destinations

Common App **MATCHED** CA FERPA Waiver **WAIVED** Active Transcript **NONE**

Submission is now available to all Common App member institutions for Naviance eDocs. We will post progress updates on non-Common Application submissions later this week.

Send Documents [Expand All](#) Last updated with Common App Online : 08/08/2014 09:05  

College	Initial Report	Midyear/Other Report	Final Report
<input type="checkbox"/>  Barnard College Full details <ul style="list-style-type: none"> • Application started by student through Common App • Teacher evaluations: 2 min / 4 max • 0 evaluation(s) have been submitted 			

Daily Counselor Naviance Instructions

13. On the **Send Forms** page, make sure you have everything needed for an app before attempting to send (for CA schools, box will change from grey (not-active) to white (active)).

COMMON APP SCHOOL THAT DOES NOT REQUIRE COUNSELOR FORM/WRITTEN EVAL




College	Initial Report	Midy								
<input type="checkbox"/> University of Illinois at Chicago Hide full details <ul style="list-style-type: none"> This college is not in the student's Common App application list Written evaluation not required Teacher LORs: 0 min / 4 max 0 teacher LORs have been submitted <p>This is a Common App college - select the forms you'd like to submit online and click "Review and Submit".</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 60%;">Form</th> <th style="width: 40%;">Information</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> School Report</td> <td></td> </tr> <tr> <td>School Profile</td> <td>required in order to submit School Report</td> </tr> <tr> <td>Active Transcript</td> <td>required in order to submit School Report</td> </tr> </tbody> </table>	Form	Information	<input type="checkbox"/> School Report		School Profile	required in order to submit School Report	Active Transcript	required in order to submit School Report		
Form	Information									
<input type="checkbox"/> School Report										
School Profile	required in order to submit School Report									
Active Transcript	required in order to submit School Report									

COMMON APP SCHOOL THAT DOES REQUIRE COUNSELOR FORM/WRITTEN EVAL

<input type="checkbox"/> Yale University Hide full details <ul style="list-style-type: none"> This college is not in the student's Common App application list Written evaluation required Teacher LORs: 2 min / 2 max 0 teacher LORs have been submitted <p>This is a Common App college - select the forms you'd like to submit online and click "Review and Submit".</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 60%;">Form</th> <th style="width: 40%;">Information</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> School Report</td> <td></td> </tr> <tr> <td>School Profile</td> <td>required in order to submit School Report</td> </tr> <tr> <td>Active Transcript</td> <td>required in order to submit School Report</td> </tr> <tr> <td><input type="checkbox"/> Common App Counselor Rec.</td> <td></td> </tr> <tr> <td>Written Evaluation</td> <td>required in order to submit Common App Counselor Rec.</td> </tr> </tbody> </table>	Form	Information	<input type="checkbox"/> School Report		School Profile	required in order to submit School Report	Active Transcript	required in order to submit School Report	<input type="checkbox"/> Common App Counselor Rec.		Written Evaluation	required in order to submit Common App Counselor Rec.		
Form	Information													
<input type="checkbox"/> School Report														
School Profile	required in order to submit School Report													
Active Transcript	required in order to submit School Report													
<input type="checkbox"/> Common App Counselor Rec.														
Written Evaluation	required in order to submit Common App Counselor Rec.													

Daily Counselor Naviance Instructions

14. Once you've selected all of your forms, scroll to the bottom of the page and click the **Review and Confirm** button

<input type="checkbox"/>	 Stanford University Full details <ul style="list-style-type: none">• Application started by student through Common App• Teacher evaluations: 2 min / 2 max• 0 evaluation(s) have been submitted		
<input type="checkbox"/>	 University of Michigan Full details <ul style="list-style-type: none">• Application started by student through Common App• Teacher evaluations: 1 min / 4 max• 0 evaluation(s) have been submitted		
<input type="checkbox"/>	 University of Pennsylvania Full details <ul style="list-style-type: none">• Application started by student through Common App• Teacher evaluations: 2 min / 2 max• 0 evaluation(s) have been submitted		

Review and Submit

15. On the new page, double check to make sure you are sending to the correct schools, and then click **Submit**

Buster H f 2015 ← →

General | Plan | Scores | Assessments | Colleges | eDocs | Resume | Scholarships | Journal | Documents | Careers | Success Plan | Post-grad

[Student Details](#) | [Prepare](#) | **Send** | [Print](#) | [Submission Status](#) | [Previous Years](#) | [View eDocs Destinations](#)

Common App **NOT MATCHED** | CA FERPA Waiver **INCOMPLETE** | Active Transcript **NONE**


Review and Submit Documents

This page summarizes the forms you selected for submission. Please review them carefully and make any necessary changes prior to submitting it.

Marquette University

Mark initial materials submitted [Edit](#)

	Last edited by	Date Changed
Letter of Recommendation	Dan Iverson	August 28, 2012
Letter of Recommendation	Huskie Teacher	September 14, 2012

 These forms will be submitted electronically.

Cancel **Submit**

Daily Counselor Naviance Instructions

16. It will then take you to the **Submission Status** page. The **Status** will change from “Submitting” to (it may take a while to update):
- **Submitted** (it’s been sent to the school)
 - **Received** (the school’s computers have received the file)
 - **Downloaded** (a rep at the school has downloaded the form to review – DOES NOT mean it’s been reviewed yet)

Buster Huskie Class of 2015



General | Plan | Scores | Assessments | Colleges | eDocs | Resume | Scholarships | Journal | Documents | Careers | Success Plan | Post-grad

Student Details | Prepare | Send | Print | **Submission Status** | Previous Years | View eDocs Destinations

Common App **NOT MATCHED** | CA FERPA Waiver **INCOMPLETE** | Active Transcript **NONE**

Submission Status

Application	Document Type	Date Created	Author	Status	Date Submitted	Submitted By	ID	Action
Marquette Univ	Letter of Recommendation	08/28/2012	Dan Iverson	Submitting	-	Brian La Porte	-	View

**** If there is an error, you will receive a message & e-mail via Naviance ****

17. Start back at step 2 and repeat! 😊