

Senior College Application Naviance Instructions

1. To log into Naviance from your home or phone, go to Campbellhscounseling.com (you can also go to Campbell's site then to Student Links) and click on Naviance. Your log in is your student number and your password is Spartans (unless you changed it). Please change your password after you log in.
2. If you haven't already, go in Naviance and update your email address to your personal one. To do this, go to "About Me", "My Account," and then click the edit icon next to the email address.
3. Go to the "Colleges I am applying to" list and make sure **ALL** the schools you plan to apply to are there. For **EVERY** school, mark how you plan to apply. If any of them are Common App schools, select Common App as your means of applying. Select the other choices for any non-common app schools. Do not leave any as "I don't know".
4. Make a Common App account if you haven't already (commonapp.org) and make sure every Common App school you are applying to in Naviance is also in your account on Common app. This is where you will apply to these schools. Please make sure you go back to Naviance and match your common app to it. There will be a pink banner on the college page.
5. If any of your schools require a recommendation from me, complete the Counselor Recommendation Survey - this is so that counselors can complete recommendations for you. This can be found in Naviance under "My Account", "Surveys", "Surveys I haven't started," "Counselor Rec Survey".
6. If one of your colleges requires a teacher recommendation, please talk to the teacher you would like to write it first, and then send a teacher recommendation request to him/her through Naviance.
7. **TRANSCRIPTS!!** You have to order transcripts for them to be sent. You only have to pay for **1** transcript for a Common App school and I will be able to send your transcript to all your Common App schools. You will have to pay for each non-Common App school separately. Go to www.campbellhscounseling.com and click on Request Transcript. Complete the form and then come in to the counseling office and pay Mrs. Askew.

** Have you sent your SAT and/or ACT scores to your colleges? It can be found at Collegeboard.org or ACT.org .

***Have you completed the FAFSA? It can be found at FAFSA.ED.GOV .