## Naviance 101 for Seniors

### Naviance Student Login – ALWAYS Login using CLEVER

### Website to login

- 1. Go to: <u>https://student.naviance.com/tuckerhs</u> or https://student.naviance.com/lakesidehighsch or https://student.naviance.com/druidhhs
- 2. Enter zip code for school
  - a. 30345– Lakeside High School
  - b. 30084 Tucker High School
  - C. 30307 Druid Hills High School
- 3. Click "Login with Clever"
- 4. Log into your Active Directory Clever account
- 5. Type in "Naviance" in search bar OR scroll down until you see the CTAE Directory & click the Naviance App
- 6. A window will open and you've successfully

# OR

#### **Chromebook Login**

- 1. Log into Launchpad 🖌
- 2. Log into your Active Directory Clever account
- 3. Type in "Naviance" in search bar OR scroll down until you see the CTAE Directory & click the Naviance App
- 4. A window will open and you've successfully



Welcome to Naviance Student

Naviance

Log in with Active Directory



# Naviance 101 for Seniors

### How to "Request a Transcript"

- 1. Login to Naviance (See above)
- 2. Click "Colleges" at the top of the home screen
- 3. Click "Colleges I'm Applying To"
- 4. Click
- 5. Select
  - a. College applying to
  - b. Method of application submission
  - c. Check box if you have submitted an application
  - d. Select to send Transcript i. Initial/Midyear
- 6. Click "Add and Request Transcript"

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#### How to "Request a Letter of Recommendation"

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6. Select teacher(s) and which applications for the recommend

