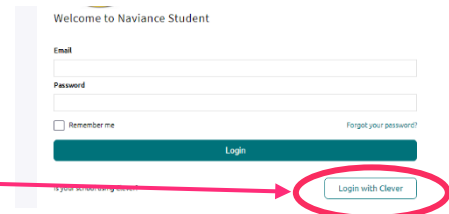


# Naviance 101 for Seniors

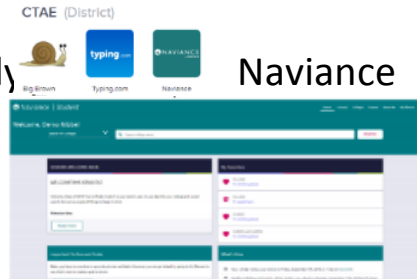
## Naviance Student Login – ALWAYS Login using CLEVER

### Website to login

1. Go to: <https://student.naviance.com/tuckerhs> 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




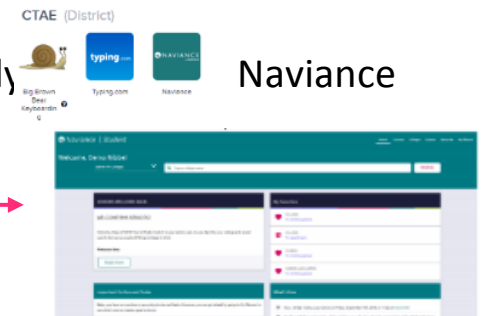
3. Click “Login with Clever”
4. Log into your Active Directory Clever account
5. Type in “Naviance” in search bar OR scroll down until you see the CTAE Directory & click the Naviance App
6. A window will open and you’ve successfully



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



# 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”

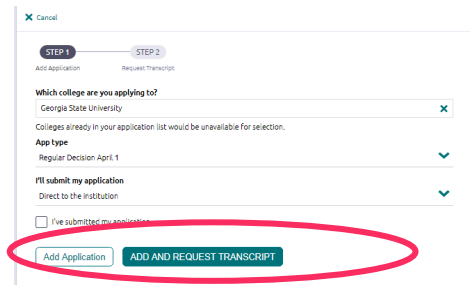
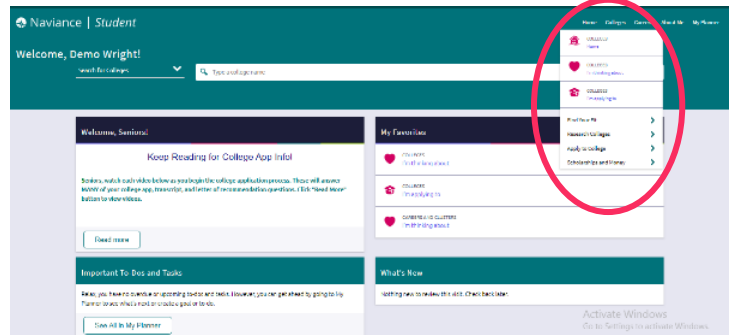
4. Click



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”

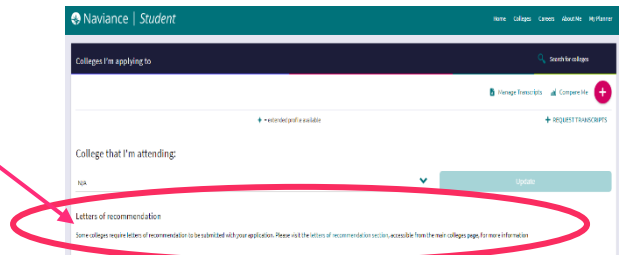
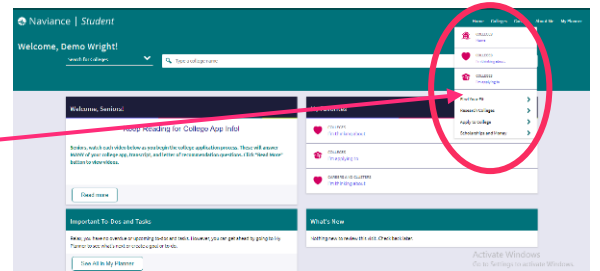


## How to “Request a Letter of Recommendation”

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 “letters of recommendations sections”

5. Click



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