

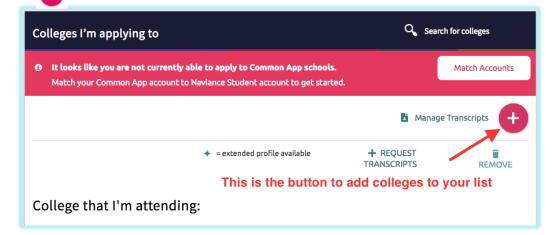
Step 1: Adding Colleges to Naviance Student

- 1. Create a Common App account on the <u>Common App Online (If not applying Common App skip to step 5)</u>
- 2. Sign the Common App FERPA Waiver and add your high school information on the <u>Common App Online</u> (If N/A skip to step 5)
- 3. Add the colleges you are applying to on your Common App account (If N/A skip to step 5)
- 4. Sign into Naviance Student and click on **Colleges I'm Applying to**. Click the **Matchacoust** button to match your Common App account to Naviance Student. Your colleges that you added to the Common App, will now show up under the **Colleges I'm Applying to list** in Naviance Student. (*If not applying Common App skip to step 5*)

My Favorites		
۲	COLLEGES I'm thinking about	
\$	COLLEGES I'm applying to	
۲	CAREERS AND CLUSTERS I'm thinking about	

Colleges I'm applying to	Search for colleges	
It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.	Match Accounts	

5. If starting at this step, sign into Naviance Student and click on **Colleges I'm Applying to**. If you are applying to other schools outside of the Common App or are not using the Common App, click the pink plus sign **(C)** to add a college you are applying to list.





6. Choose your **App Type** (Regular Decision, Early Decision, etc.), **select how you will submit your** application (Common App or Directly to Institution – DO NOT FORGET THIS STEP), and check the box if you have **submitted your application** to the college.

	X Cancel	Add New College Application	
	STEP 1 STEP 2 Add Application Request Transcript Which college are you applying to? University of Chicago University of Chicago Colleges already in your application list would be unavailable selection.	× Search for your college	
	App type		
	Regular Decision	 Select your application type 	
	I'll submit my application		
	I'm not sure yet	DO NOT SKIP THIS STEP	
	I've submitted my application	Tell your counselor how you applied "Common App" or "Directly to the institution"	
	Add Application ADD AND REQUEST TRAN	ISCRIPT Request a transcript	
	Via Common App Direct to the institution I'm not sure yet	ication	
	Add Application	ADD AND REQUEST TRANSCRIPT	
_	D AND REQUEST TRANSCRIPT	ollege or university you are adding, and click	Request and Finis
_	× Cancel	Ad	
	Use this form to request transcript Transcript Request from your appl status of any transcript request in	ts for your college applicatic lication list. Any existing trar	
	Add Application Request Tra		
	What type of transcript are y	you requesting?	
	Where are you sending the tr	ranscript/s?	
	Request and Finish	←	

9. Follow steps 5-8 to add additional colleges and request transcripts