

CAMPBELL HIGH SCHOOL SENIOR COLLEGE APPLICATION NAVIANCE INSTRUCTIONS



How to login into Naviance:

1. CCSD or CHS website
 2. Find It Fast (top right corner)
 3. Naviance
 4. If you are on CCSD device, it will log you in automatically via Clever.
 5. On a phone or off campus, enter your CTLS credentials for access to Naviance.
- * Don't google Naviance to login*

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APPLY TO YOUR DESIRED COLLEGE(S) IN NAVIANCE

Go to the "Colleges I am applying to" list and make sure ALL the schools you plan to apply to are there. If it isn't you must add them. For EVERY school, mark how you plan to apply and select the appropriate deadline. Select the other choices for any non-common app schools. If any of them are on Common App schools, select Common App as your means of applying. Do not leave any as "I don't know."

2

ADD COLLEGE(S) TO YOUR COMMON APP (IF APPLICABLE)

Make a common app account on commonapp.org. Every school you are applying to in Naviance is also in your account on Common App. Common App is where you apply to colleges. Naviance is what counselors and teachers use to send documents to those colleges. Please make sure you go back to Naviance and match your Common App to it. You will see a pink banner in Naviance on the "Colleges You are Applying to" page if you have not done this.

3

REQUEST TRANSCRIPT

There is a 2 step process to request your official transcript for college admissions & scholarships. Step 1. Add the college into your "applying to" list, in Naviance. Step 2. Log onto MyPaymentsPlus. Select events/activities. Scroll down and click on Senior Transcripts. Each transcript is \$2. Fill out the form associated with transcript request. If you are ordering more than one transcript at a time, you will need to repeat the process. You can do all Common App schools in one request.

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LETTERS OF RECOMMENDATION FROM TEACHERS (IF NEEDED)

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. You can find it on the Colleges screen. click on "Letters of recommendation" to send a request to you teacher (s).

5

LETTERS OF RECOMMENDATION FROM COUNSELORS (IF NEEDED)

If any of your schools require a recommendation from a counselor, complete the Counselor Rec Letter Survey so that counselors can complete recommendations for you. This can be found in Naviance under "My Account," "My Surveys," "Surveys I haven't started," and "Counselor Rec Letter Survey."

6

COMPLETE OTHER NECESSARY PARTS OF THE APPLICATION

Fulfill other necessary parts for the application submission like SAT and/or ACT scores from those perspective websites, essays, resume, personal statements, etc. If you plan to take the ACT or SAT, go to collegeboard.org or ACT.org. Many schools are test optional, please check requirements.



Have you completed the FAFSA? It can be found at studentaid.gov (application opens on October 1st).

Do you have a Georgia Futures account (for HOPE)? It can be found at gafutures.org

For more detailed information, watch the Senior Seminar presentation found at counselingscounseling.com/seniors.