

NAVIANCE INSTRUCTIONS

STUDENT LOGIN INFO

DO NOT GOOGLE NAVIANCE! It will prevent you from accessing the secure site.

- Go to www.cobbk12.org. Then **Find It Fast** (top right-hand corner) and choose **Naviance**.
OR
- Go to the Allatoona website at <https://web.cobbk12.org/allatoona>. Then, **Find It Fast** (top right-hand corner) and choose **Naviance**.

*If Given a Choice, Make Sure You Are Choosing to Login Using **CLEVER** When You Get to the Naviance Login Page.*

LOCATION	USERNAME	PASSWORD
Home	Office 365 Username	School Computer Password
School	Automatically Logged In	

HOW TO REQUEST YOUR TRANSCRIPT (2 STEP PROCESS)

STEP 1: Ask your parent/guardian to login to their MyPaymentsPlus account.

1. Click on the **Events & Activities** icon.
2. Choose **Activities and Services**.
3. Click on the **Student's Name**.
4. Click on **Transcript** and complete the required form using your (student) information. You (student) should be the one to authorize the release of the transcript and not your parent.
5. **Pay \$2 per transcript**. You will click **Save**, to submit your request **OR Choose Another** to request additional transcripts.

STEP 2: Login to NAVIANCE

1. On the main page, under **Favorites**, choose "Colleges I'm Applying To".
2. Click on the pink circle with the plus sign (far right-hand side).
3. Choose your college, the app type (deadline you are planning to apply by) and how you will apply (Common App, Direct to College, etc.). The app type is very important. If you don't choose correctly, we can't release your transcript.
4. Then choose **Add Application**. You will do this for each school you want to send a transcript to.

It is the Student's Responsibility to Complete Steps 1 & 2, or your Transcript will NOT be Sent.

COLLEGE APPLICATIONS

1. Go directly to the college's websites to determine the type of application they require/prefer.

TYPES of APPLICATIONS	
The Common Application (Preferred by CCSD)	<i>Over 750 colleges & universities</i>
Direct to Institution	<i>Many colleges have/prefer their own application</i>
Common Black College Application	<i>55 HBCU's & 1 application fee</i>
My Coalition Application	<i>Over 150 colleges & universities</i>

Note: If you are applying to multiple schools that use the same type of application (Common App, Common Black App, etc.), it is recommended that you use one of those. It will save you time.

2. Look for a check list of requirements on the college admissions page and make sure you have all the information you need to complete your application.
3. Complete the appropriate application.
4. Send your test scores to the college directly from College Board (SAT) or ACT, if required.
5. Request to send transcripts and letters of recommendation using Naviance (see steps below).

MATCHING YOUR COMMON APPLICATION IN NAVIANCE

Do Not Request Letters of Rec Through the Common App!

1. Login to NAVIANCE (**It won't work if you GOOGLE Naviance!**)
2. On the main page, under **Favorites**, choose **Colleges I'm Applying To**.
3. Click on the **Match** button at the top of the page.
4. Enter the same email address you used for your Common Application.

LETTERS OF RECOMMENDATION

PRIOR TO REQUESTING A LETTER OF RECOMMENDATION

1. **REQUIRED:** Complete the **Senior Self-Assessment for Recommendations** in Naviance.
 - a. Click on **About Me**, then **About Me Home**.
 - b. Scroll down to **Surveys** and select **Senior Self-Assessment for Recommendations**.
 - c. Complete each section. This will allow your teacher/counselor to write a personalized letter of recommendation.
2. **REQUIRED:** Ask your parents to complete the **Parent Assessment**, found in the **Parent Naviance Portal** in the **About Me** section. If your parent/guardian does not know how to access Naviance, please have them email your assigned counselor and an email with login information will be sent from Naviance.
3. **OPTIONAL:** Upload a copy of your resume or create a resume using the **Resume Builder** in Naviance.

HOW TO REQUEST A COUNSELOR RECOMMENDATION

1. Complete the required documents above.
2. Indicate that your school requires a letter of recommendation/school evaluation on the transcript request form completed in MyPaymentsPlus.

HOW TO REQUEST A TEACHER RECOMMENDATION

1. **ASK** the teacher if they will write you a letter of recommendation.
 - a. It should be a teacher that has taught you and that you have/had a good rapport with.
 - b. Choose a core academic teacher (English, math, science, social studies and/or foreign language), unless you are applying to a school specifically for Fine Arts and they are requesting a letter from your fine arts teacher.
2. Login to Naviance.
3. On the **Home page**, go to **Colleges**, then **Apply to College** and choose **Letters of Recommendation**.
4. Choose **Add Request**
5. Then, click on the drop down and **select the teacher** you would like to write your letter.
6. Next, **choose the school** that needs the letter.
7. **Include a personal note** to the teacher.
8. After you have submitted your request in Naviance, follow up with the teacher a day or two later to make sure they received the electronic request. It may have gone to their junk mail.

TROUBLESHOOTING

1. Make sure you are using Google Chrome as your browser.
2. Make sure you accessed Naviance through CCSD or Allatoona's websites, **NOT** Google.
3. Make sure you are logged into your O365 account before you try to login to Naviance.
4. Make sure you logged in using the Clever option on the Naviance login page.
5. Clear your browsing history.
6. If all else fails, email your assigned counselor.

COUNSELOR	LAST NAMES	EMAIL
Dawn Neely	A-D	Dawn.neely@cobbk12.org
Robin Rohrbach	E-K	Robin.rohrbach@cobbk12.org
Kristi Turner & Haley Welch	L-Ri	Kristi.turner@cobbk12.org & haley.welch@cobbk12.org
Melody McAllister	Ro-Z	Melody.mcallister@cobbk12.org