

NAVIANCE

STUDENT LOGIN INFO

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

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

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

STEP 1: 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 Institution, etc.). The app type is very important. If you don't choose correctly, we can't release your transcript.
 - a. For Common App documents, you MUST link your Common App (Instructional Video on how to do this is on the Counseling Website)
4. Then choose Add Application. You will do this for each school you want to send a transcript to.

STEP 2: Go to the Counseling Office

1. Complete a Transcript Request Form
2. Pay \$2 per transcript (cash or check ONLY)

MATCHING YOUR COMMON APPLICATION IN NAVIANCE -- ONLY if you are applying using Common App

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 parent to complete the Parent Assessment, found in the *Parent Naviance Portal* in the About Me section.

About Me > Surveys > Surveys Not Started > Senior Parent Survey

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.

- OPTIONAL:** Create a resume using the **Resume Builder** in Naviance. If you already have a resume, you can email it to your counselor.

WAIVING FERPA (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT) RIGHTS

What is FERPA? FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

Should you waive your rights on your college application?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

HOW TO REQUEST A COUNSELOR RECOMMENDATION

- Complete the required documents above.
- Indicate that your school requires a letter of recommendation/school evaluation on the Transcript Request form in the Counseling Office

HOW TO REQUEST A TEACHER RECOMMENDATION

- Login to Naviance.
- On the **Home page**, go to **Colleges**, then **Apply to College** and choose **Letters of Recommendation**.
- Choose **Add Request**
- Then, click on the drop down and **select the teacher** you would like to write your letter.
- Next, **choose the school** that needs the letter.
- Include a personal note** to the teacher.
- 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 NAVIANCE

- Make sure you are using Google Chrome as your browser.
- Make sure you accessed Naviance through CCSD or Allatoona's websites, **NOT** Google.
- Make sure you are logged into your 0365 account before you login to Naviance.
- Make sure you logged in using the Clever option on the Naviance login page.
- Clear your browsing history.

**Contact your counselor if you need assistance!
We are here to help you navigate the college application process.**

Counselor	Last Names	Email	Phone: 770-975-6503
Dawn Neely	A-D	Dawn.neely@cobbk12.org	Ext. 021
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