



Accessing your Naviance Account

1. Go to <https://student.naviance.com/scappoose>
2. Username: students first name, last initial, grad year
3. Password: shs, student ID#

Example: Username: aarinp2003
Password: shs12345

IMPORTANT NOTE: It is best if you DO NOT change your password. That way if you forget your password, you can easily get it from counseling staff

Requesting Transcripts & Adding Colleges/Universities You Are Applying To

4. Log-in to Naviance Student
5. Click the **Colleges** tab (top right corner)
6. Select **COLLEGES I'm applying to** from the drop down menu
7. Click red + button (top right corner)
8. Add the college you are applying to
 - a. Decide on the application type (most commonly regular decision or early action)
 - i. Regular Decision - Deadlines are normally January 15th-February 1st
 - ii. Early Decision - A binding agreement that you are committing to the school if you get in.
 - iii. Early Action - Deadlines are normally November 1st-15th
 - b. Choose how you have or will submit your application (most commonly direct to institution or Common App)
 - i. Direct to Institution - You apply through the colleges website
 - ii. Common App - A college admissions application that can be used to apply to multiple colleges/universities.
 - c. Select whether you have submitted your application. (Please only request transcripts if you have submitted you have application)
9. Click green **Add and Request Transcript** button
10. Step 2: Select **Initial Transcript**
 - a. Once you make your final college decision you will need to go back in and select **Final Transcript** as well.
11. Decide if you want unofficial test scores sent.
 - a. Note: Most colleges still require you send official test scores that you will need to request from the testing institution.
12. Select green **Request and Finish** button

Letter of Recommendation (LOR) Survey in Naviance

If you need a Letter of Recommendation from your counselor, teacher or other SHS staff member you must complete the Letter of Recommendation Survey:

1. Log-in to Naviance Student
2. Click the **About Me** tab (top right corner)
3. Select **ABOUT ME Home** from the drop down menu
4. Under My Surveys click **See all Surveys**
5. Click **Letter of Recommendation Survey**
6. Complete the survey to the best of your ability. The more information you put, the easier it is for a staff member to write you a good letter of recommendation.

Requesting Letter of Recommendation (LOR) through Naviance from a Teacher

1. Log-in Naviance Student (directions listed above)
2. Select the **Colleges** tab in the top right corner
3. Select **Apply to College** from the drop down menu
4. Select **Letters of Recommendation** from the drop down menu
5. Select the green **Add Request** button
6. Select a teacher from the drop down menu
7. Select a college(s) you would like to have it sent to.
 - a. In order to request a Letter of Recommendation, you must have a college(s) listed in your College's I'm Applying to section
 - b. Note that some schools only allow a certain amount of Letters of Recommendation so if they only allow 3, make sure you know which 3 teachers you want to request them from prior to requesting them as you will ONLY be able to select 3 teachers.)
8. Make sure to include a personal note to remind your teacher/recommender about your great qualities and any specific requests.
9. Select the green Submit Request button on the bottom right.
10. Once you have submitted your request, Naviance Student will take you back to the Letter of recommendation home page. Please note that on this page you can see the following:
 - a. Who (teachers) you have requested LORs from
 - b. The status of your request (requested, submitted, etc.)
 - c. You can also cancel any request on this page as well

NOTE: Students need to request Letter of Recommendations from a teacher face-to-face before requesting through Naviance **2 or more weeks** before it is due.

- **Be Specific:** Please tell the teacher what college(s) you want to use their letter for.
- Please be sure to update your resume in Naviance and provide your teacher with any other documents (service hours, etc.) that will support them in writing your letter.
- If the letter needs to be mailed it is a nice touch to give the Teacher an addressed and stamped envelope (on rare cases a will letter need to be mailed for a college application. This is more common for scholarship applications)
- Complete the Letter of Recommendation Survey in Naviance

Requesting Letter of Recommendation through Naviance from a Counselor

Students typically only need a letter of recommendation from their school counselor for the following reasons:

1. If you are applying to a Common App School (example: University of Portland, Pacific University, or Linfield)
2. Scholarship
3. For a job if they require one

Students do not need a letter of recommendation from their school counselor for the following reasons:

1. You are applying to a state school (example: Portland State University, Eastern Oregon, Western Oregon, Southern Oregon, OIT, OSU)
2. You are applying to a Community College (example: Portland Community College)

If you meet the criteria for needing a letter of recommendation from your school counselor, you must complete the following:

1. Email your counselor and let them know the following info:
 - a. Where you are applying or for what scholarship
 - b. When you need the letter by (this should be well in advance of the application deadline)
 - c. and to let your counselor know that you've completed the Letter of Recommendation Survey in Naviance

NOTE: Students need to request Letter of Recommendations from a counselor face-to-face before requesting through Naviance **2 or more weeks** before it is due.

- **Be Specific:** Please tell your counselor what college(s) you want to use their letter for.
- Please be sure to update your resume in Naviance and provide your teacher with any other documents (service hours, etc.) that will support them in writing your letter.
- If the letter needs to be mailed it is a nice touch to give your counselor an addressed and stamped envelope (on rare cases a letter need to be mailed for a college application. This is more common for scholarship applications).

Match Naviance with the Common Application

1. Create Common Application account (if not done already) <https://www.commonapp.org/>
2. Log-in Navianc Student (directions listed above)
3. Select the **Colleges** tab on the top right
4. Click **Colleges I'm Applying To** from the drop down menu
5. Click the **Math Accounts** button in the top right corner
6. Enter the same email address you used to create your Common App Account and your Date of Birth
7. Click the green **Match Accounts** button at the bottom

Naviance Graduation Requirements: CRLE Survey & Reflection

1. Listen to a Guest Speaker OR Complete a Job Shadow (1-3 hours at host's place of employment)
2. Log-in to Naviance Student
3. Click the **About Me** tab (top right corner)
4. Select **ABOUT ME Home** from the drop down menu
5. Under My Surveys click **See all Survey**
6. Complete **CRLE Survey & Reflection**
7. Email Your Counselor When Complete
 - Ms. Pinkstaff (last names A-K) apinkstaff@scappoose.k12.or.us
 - Ms. Scott (last names L-Z) wscott@scappoose.k12.or.us

Naviance Graduation Requirements: Resume

1. Log-in to Naviance Student
2. Click the **About Me** tab (top right corner)
3. Click **My Stuff**
4. Click **Resume**
5. Click **Red +**
6. Fill out your Objective, Summary, Work Experience, Etc.
7. Save Resume
8. Email Your Counselor When Complete
 - Ms. Pinkstaff (last names A-K) apinkstaff@scappoose.k12.or.us
 - Ms. Scott (last names L-Z) wscott@scappoose.k12.or.us

OR UPLOAD RESUME

1. Log-in to Naviance Student
 2. Click the **About Me** tab (top right corner)
 3. Click **My Stuff**
 4. Click **Journal**
 5. Click **Red +**
 6. Put RESUME in your Subject
 7. Share with Counselors
 8. Upload your Resume
 9. Email Your Counselor When Complete
 - Ms. Pinkstaff (last names A-K) apinkstaff@scappoose.k12.or.us
 - Ms. Scott (last names L-Z) wscott@scappoose.k12.or.us
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