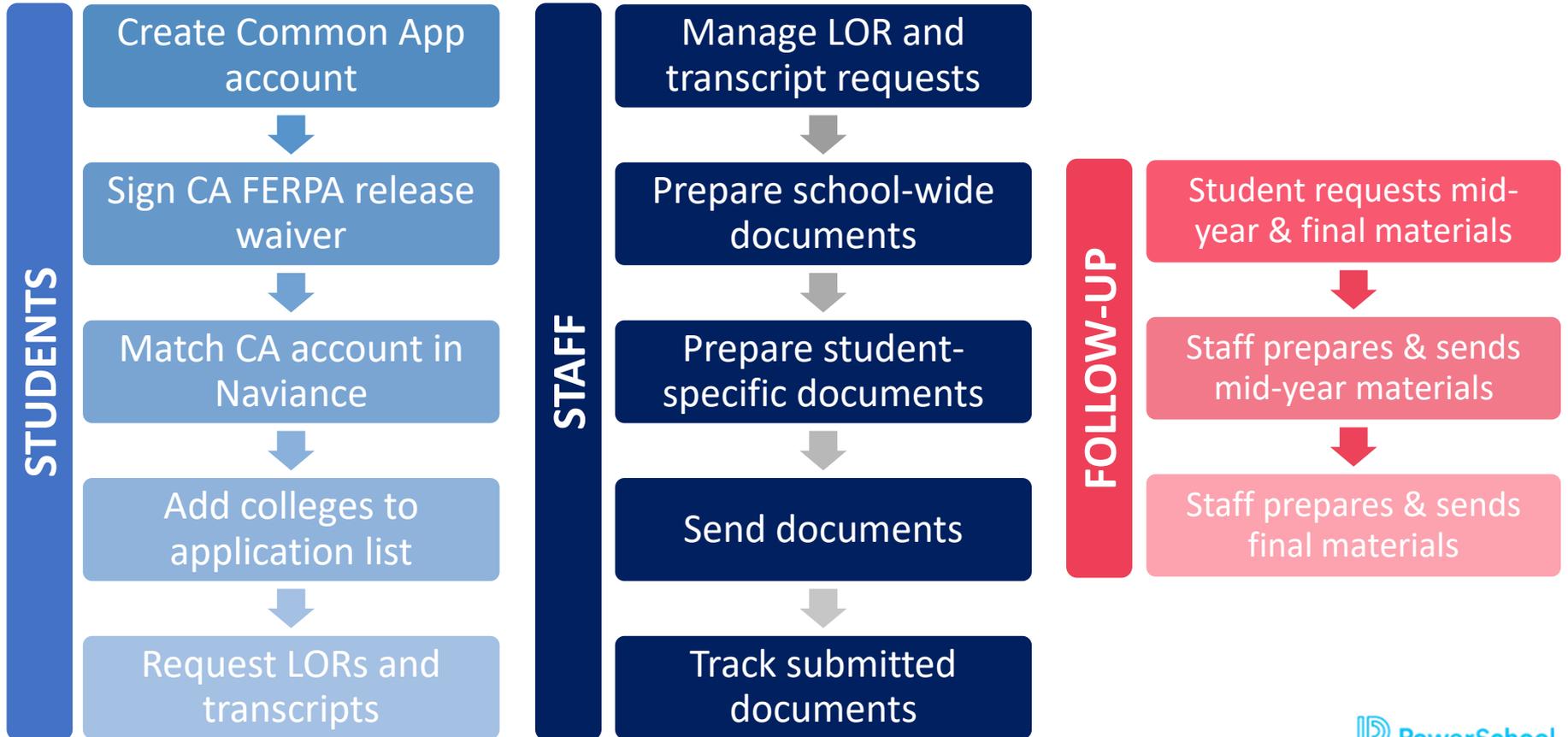


A person with long brown hair is seen from the side, sitting and reading a book. The background is a bright, out-of-focus library or study area with bookshelves and a wooden chair. A semi-transparent blue horizontal band is overlaid across the middle of the image, containing the title text.

Naviance eDocs – Senior Training

College Application Process Using eDocs



REVIEW - Student Action Steps

Register with Common App after August 1 (Common App Only)



On commonapp.org, enter high school information, add at least one college, and sign the FERPA Release Authorization (Common App Only)



Complete the Common App Account Matching process in Naviance Student (for Common App colleges only)



Add Common App colleges on commonapp.org* and add non-Common App colleges to the Colleges I'm Applying To list in Naviance Student



**Colleges added on commonapp.org sync to Naviance Student automatically*

Request materials for college applications in Naviance Student (teacher recommendations/transcripts)

REVIEW - Student College Application Flow

Match Common App account to Naviance Student

[Common App Account Matching Video](#)



Student Process

Step 1a: Creating Common App Account / Signing the FERPA Release Waiver

Students should follow the steps in the [Common App Account Matching Video](#) to learn how to setup their Common App account & how to sign the FERPA Release Waiver.

Student Process

Step 1b: Matching the Common App Account in Naviance

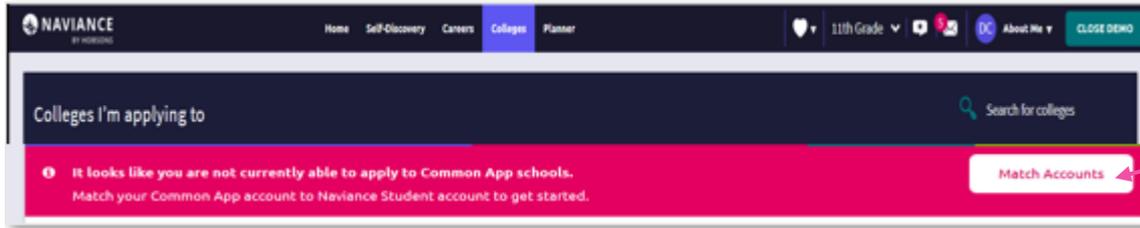
Students should follow the steps in the [Common App Account Matching Video](#) to learn how to match their Common App Account in Naviance.

1. Go to **Colleges I'm Applying To List**
2. Select the **hot pink bar to Match Accounts**
3. Enter the **email address** used for the Common App account
4. Enter **Password**
5. Check the **"I Agree"** option
6. Select **Connect**
7. Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance.

Match your Common App Account

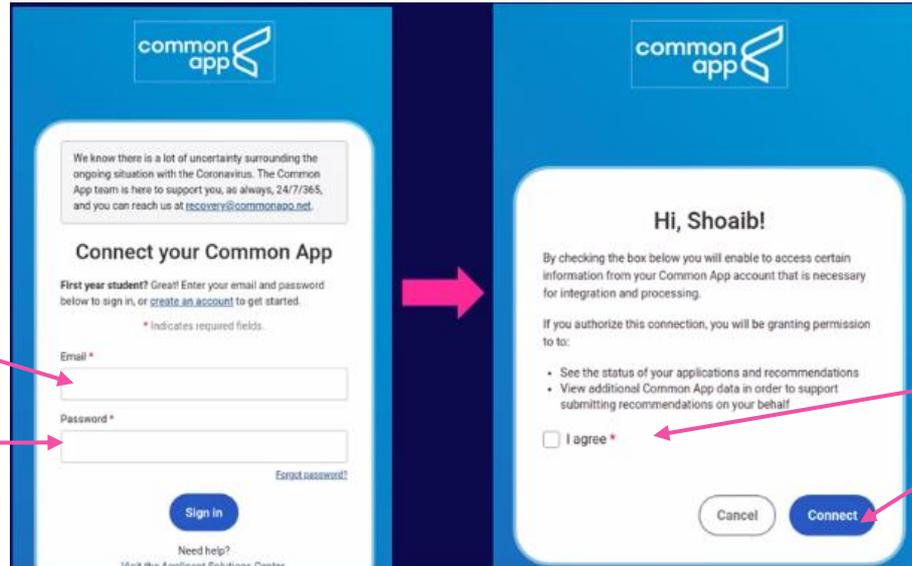
(Video: [2021 Common App Account Matching](#))

1. Select Match Accounts.
2. Students will be redirected to log into their Common App account



3. Enter the **email** address that you used to create your Common App account

4. Enter **password**



5. Select **I agree** and click **Connect**

All your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance. Now, you should request transcripts & Letters of Recommendation in Naviance!

Student Process

Step 2a: Add colleges to Colleges I'm Applying To list

Option 1

1. Go to **Colleges I'm Thinking About List**
2. Select the colleges or universities using the checkbox to the left of each school
3. Select the **Move to Application List** at the top
4. Select **Application Deadline** (e.g., RD, ED, EA, etc.)
5. Select **How You'll Submit Your App** (e.g., Common App, Direct to Institution)
6. Check **if you have submitted your application to the school**
7. Select **Add and Request Transcripts button**
8. Select **the type of transcript** being requested.
9. Select **Request and Finish**
10. Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future

Option 1: Using *Colleges I'm Thinking About* List

NAVIANCE BY HOBSONS

Home Self-Discovery Courses Careers Colleges Planner

♥ Demo

DC About Me

CLOSE DEMO

Welcome, Demo Counselor!

Search for Colleges

Type a college name

SEARCH

Welcome Seniors!

English Go

- Update your email under "About Me" and then "My Account" to the email you're using for your college applications (you'll still log in using your MyPISD email).
- Go to "Colleges I'm Applying to" and click the pink plus sign to add a school and request an initial transcript for admission.
- Find more college admission information here: [PSHS Counseling](#)

My Favorites

- COLLEGES I'm thinking about
- COLLEGES I'm applying to

Select **"Colleges I'm Thinking About"** from My Favorites on your homepage



Show Me How:
Self-Guided Tours for help with College Tools. Look on the bottom right of each screen

+ Add Colleges to List Compare Me

UPDATE INTEREST MOVE TO APPLICATION LIST REMOVE * = extended profile available

College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest
<input type="checkbox"/> Florida State University	CA	Student	N/A	Regular Decision 1 November N/A	MORE
<input type="checkbox"/> St Petersburg College		Student	N/A	N/A	N/A MORE

STEP 1 Add Applications STEP 2 Request Transcripts

Add Colleges to List (Option 1)

1. Select the College/University

2. Select Application Deadline

4. Check the box if you've submitted your application

Florida State University

Which application deadline do you prefer?
Rolling

How will you submit your application?
Via Common App
Direct to the institution
I'm not sure yet
 I've already sent my application

Add Applications ADD AND REQUEST TRANSCRIPTS

3. Indicate how you are applying

5. Select **Add Application** for application documents only or **Add And Request Transcript** for application documents and transcript request.

Request Transcript

1. Select the type of transcript you are requesting

2. Select Request and Finish

✓ Add Application STEP 2 Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

Request and Finish

3. Ensure School name is correct.

Student Process

Step 2a: Add colleges to Colleges I'm Applying To list

Option 2

1. Go to **Colleges I'm Applying To List**
2. Select the **pink plus sign** to add a college to the application list
3. Search for the name of the school
4. Select **App Type** (e.g., RD, ED, EA, etc.)
5. Select **How You'll Submit Your App** (e.g., Common App, Direct to Institution)
6. Check **if you have submitted your application**
7. Select **Add Application & Request Transcript**
8. Select the **type of transcript** being requested.
9. Select **Request and Finish**
10. Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future

Option 2: Using *Colleges I'm Applying to*

NAVIANCE BY HOBSONS

Home Self-Discovery Courses Careers Colleges Planner

DC About Me CLOSE DEMO

Welcome, Demo Counselor!

Search for Colleges

Type a college name SEARCH

Welcome Seniors!

English Go

- Update your email under "About Me" and then "My Account" to the email you're using for your college applications (you'll still log in using your MyPISD email).
- Go to "Colleges I'm Applying to" and click the pink plus sign to add a school and request an initial transcript for admission.
- Find more college admission information here: [PSHS Counseling](#)

My Favorites

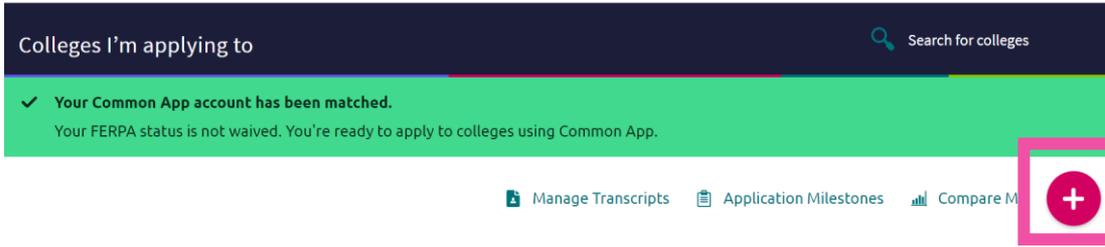
- COLLEGES I'm thinking about
- COLLEGES I'm applying to

Select **"Colleges I'm Applying To"** from My Favorites on your homepage



Show Me How:
Self-Guided Tours for help with College Tools. Look on the bottom right of each screen

Add a Colleges to your list – (Option 2)



1. Select the Pink Plus Sign

2. Type in the name of the school you want to apply to

3. Indicate your application type

4. Say how you're applying

5. Check the box if you've submitted your application

6. Select **Add Application** for application documents only or **Add And Request Transcript** for application documents and transcript request.

Request Transcript

1. Select the type of transcript you are requesting

2. Select Request and Finish

✓ Add Application STEP 2 Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

Request and Finish

3. Ensure School name is correct.

Student Process

Step 2b: Request Transcript for *College Application*

Requesting Transcripts

1. Go to **Colleges > Manage Transcripts**
2. Select the **pink plus sign** to select **College Application Transcript**
3. Select the **type of transcript** being requested
4. Select **any other schools that need transcripts**
5. Select **Request and Finish**

Note: You should only request transcripts if you have already applied to the school or are very certain you will apply in the future

The screenshot shows the PowerSchool interface. At the top, there are two tabs: 'Colleges' (highlighted in teal) and 'Planner' (dark grey). Below the tabs, there are two main sections: 'Colleges' and 'Apply to College'. Under 'Colleges', there is a link 'Managing About'. Under 'Apply to College', there are three options: 'Colleges I'm Applying to', 'Letters of Recommendation', and 'Test Scores'. The 'Manage Transcripts' option under 'Colleges I'm Applying to' is highlighted with a pink border. Below this, there is a modal window with a pink 'X' icon in the top right corner. The modal contains two options: 'College Application Transcript' (highlighted with a pink border) and 'Other Transcript'.

Request a Transcript

 Cancel Add New College Application

 Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

STEP 2

Add Application Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

1. Select the Type of transcript you're requesting

2. Confirm which school you're requesting for

3. Add any more schools you'd like a transcript for

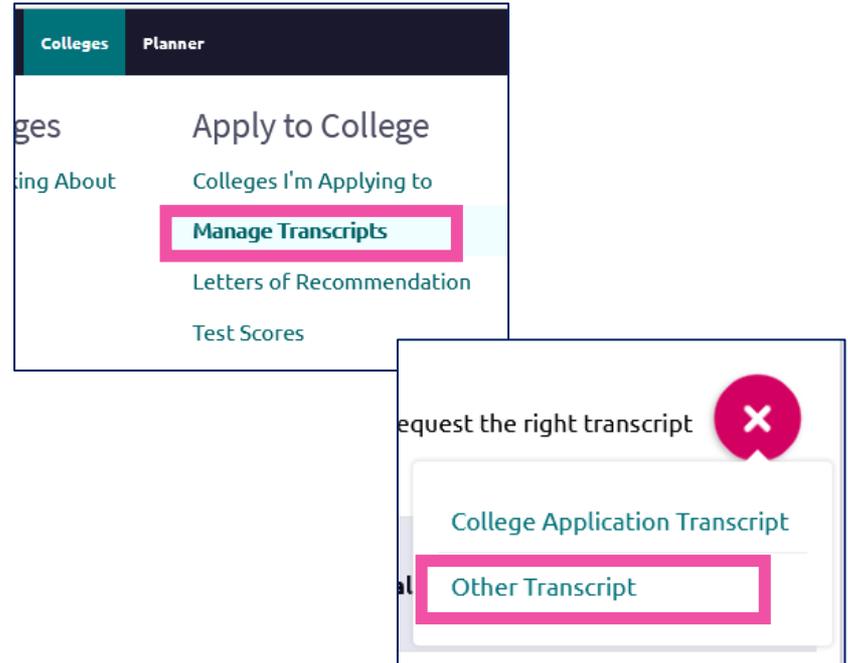
4. Request and Finish

Student Process

Step 2b: Request Transcript for *Other Transcript*

Requesting Transcripts

1. Go to **Colleges > Manage Transcripts**
2. Select the **pink plus sign** to select **Other Transcript**
3. Select the **type of transcript** being requested
4. Select **What this transcript is for**
5. Select **Transcript Due Date**
6. Enter **Recipient Name & Information**
7. Enter **Notes**
8. Select **Request and Finish**



Request a Transcript

 Cancel

What type of transcript are you requesting?

Initial

Mid year

Final

What is this transcript for?

Scholarship

Athletics

Other

What additional materials, if any, do you want included?

Unofficial SAT Scores

Unofficial ACT Scores

When is this transcript due?

07/29/2021

1. What type of transcript of transcript

2. What is the transcript for?

3. Additional materials? (optional)

4. When do you need this?

5. Who is the recipient?
Include name and address.

6. Add additional notes

Where are you sending the transcript?

Recipient Name:

Address Line 1:

Address Line 2:

City:

Zip Code:

State:

Country:
N/A 

Other Notes:

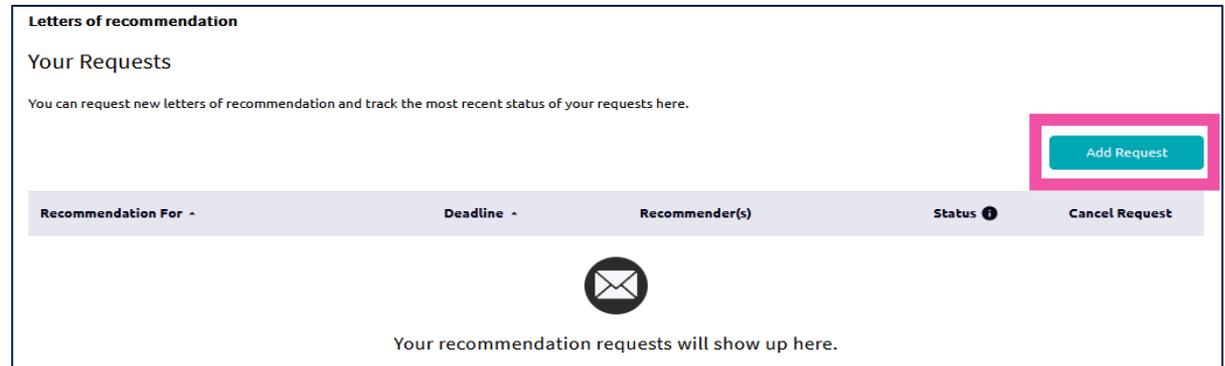
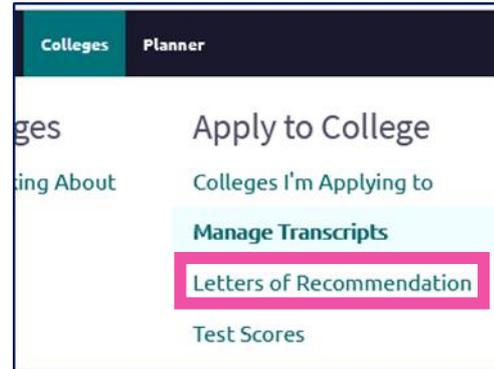
6. Select Request and Finish

Student Process

Step 3: Request Letters of Recommendation

Requesting LORs

1. Go to **Colleges > Letters of Recommendation**
2. Select **Add Request** on top right
3. Select a **Teacher**
4. Select which **colleges the request is for**
5. Include a **personal note**
6. Select **Submit Request**



Student Process

Step 3: Request Letters of Recommendation

1. Select a **Teacher**



2. Select which **college**
or colleges the
request is for



Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation.

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

<input type="checkbox"/> Select All	Colleges -	Due -
<input type="checkbox"/>	Alabama A & M University -- required / -- allowed / 1 requested *****	Jun 15 2021
<input type="checkbox"/>	American University 1 required / 2 allowed / 0 requested	Nov 15 2021
<input type="checkbox"/>	Boston College 2 required / 2 allowed / 1 requested	Jan 01 2022
<input type="checkbox"/>	University of Alabama at Birmingham 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Jun 01 2021

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Cancel Submit Request

4. Select **Submit Request**



3. Include a **Personal Note**



Student Process

Step 4: Track Submission Status in Naviance

Tracking College Transcripts & Application Materials Status

1. Go to [Colleges I'm Applying To List](#)
2. Check the **Transcript column** to review when a counselor has submitted a transcript
 - The transcript column will say '**sent**' if the transcript has been sent
3. Check the **Office Materials column** to review when a staff member has indicated that all materials have been sent for that application.
 - The Office Materials column will say '**submitted**' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/>	of Central Florida	RD	regular Decision	N/A	requested	Pending		Submitted EDIT MORE
<input type="checkbox"/>	Docufide Demo College	RD	Regular April Decision 1	N/A	final sent	Final submitted		Accepted EDIT MORE

Step 4: Track Transcript Request Submission Status

How do I request more transcripts?

Select pink button and choose **College Application** or **Other**

Manage Transcripts

Search for colleges

College Applications

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
32843795	Florida State University	College App	07/29/21	-	Pending	-	-	

How do I know if my transcript has been sent?

Watch the **Mailed**, **Midyear**, and **Final** columns to determine when the transcript has been sent

Student Process

Step 4: Track Letters of Recommendation Submission Status

Tracking LOR Status

1. Go to **Colleges**
2. Select **Letters of Recommendation**
3. Check the Status column to review when a teacher has submitted a LOR

Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
See applications	Genevieve		✕
Apr 01 2018	Genevieve		✕
			Add Request

Recommendation Statuses: ✕

- ✉ **Requested:** Student has requested a letter of recommendation
- 📄 **In Progress:** Teacher has written the letter of recommendation
- ✈️ **Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)
- ✕ **Cancelled:** Either the student, teacher, or counselor has cancelled the request

eDocs Delivery Type Icons



- **Mail Only:** documents can only be sent by mail



- **Electronic:** documents can be sent through eDocs



- **Common App:** Common App docs can be sent through eDocs



- **Common App via Electronic:** documents can be accepted through eDocs



- **Common App Mail only:** documents prepared but not sent through eDocs

Questions?

