

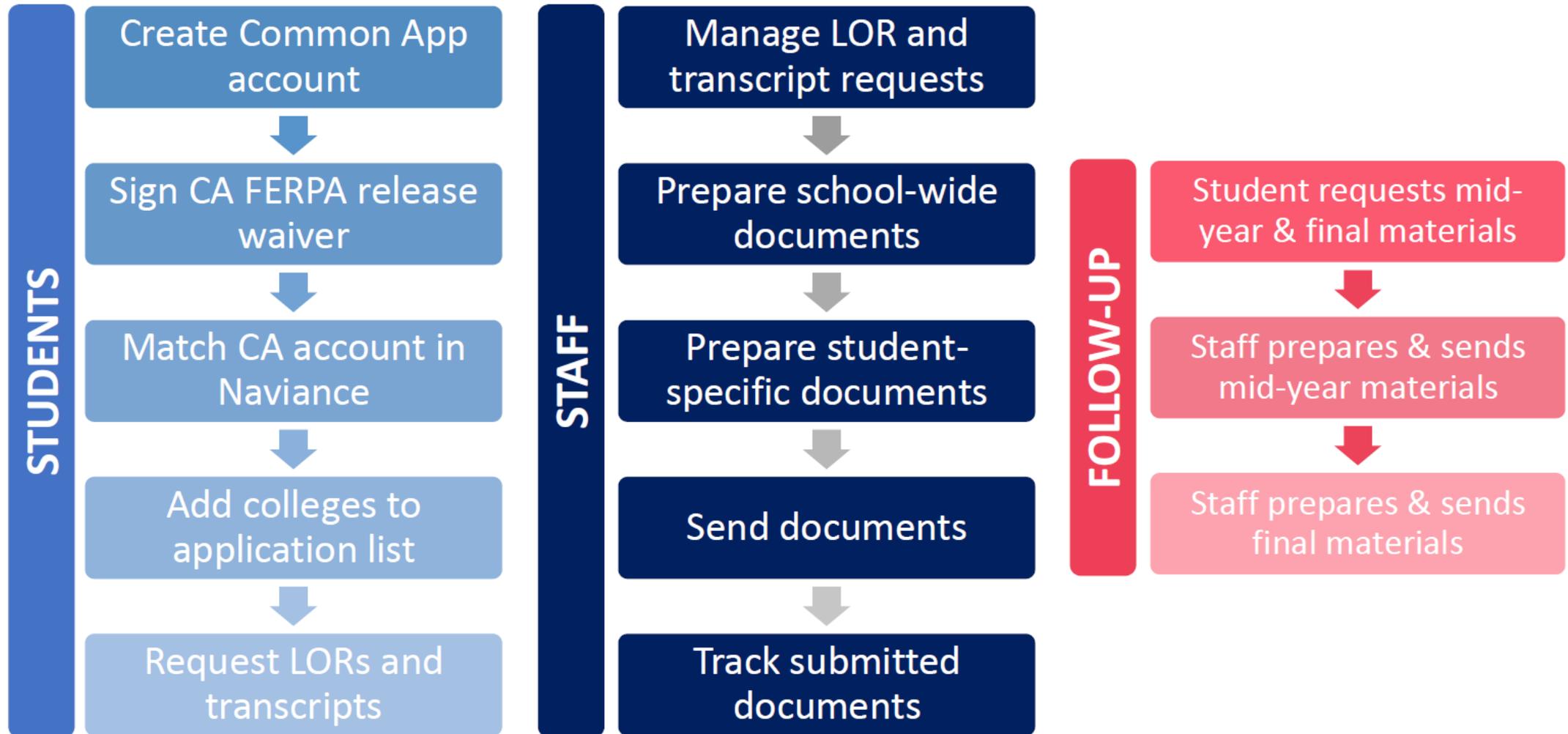


Naviance eDocs

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](#)

Please note: Naviance Student has a different look and feel, but the steps in this video are the same.



Step 1 a: Create Common App Account & sign the FERPA Release Waiver

Students should follow the steps in [this video](#) to learn how to set up their Common App account & how to sign the FERPA Release Waiver.

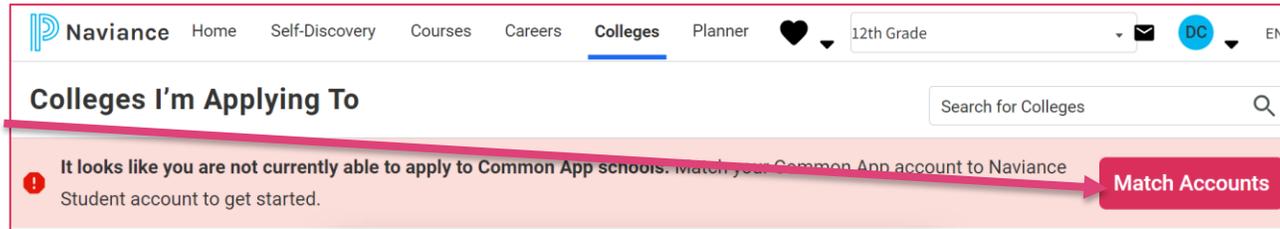
Please note: Naviance Student has a different look and feel, but the steps in this video are the same.

Step 1b: Match Common App & Naviance Student accounts

1. Go to **Colleges I'm Applying To List**.
2. Select the **Match Accounts button** at the top of the screen to Match Accounts.
3. A new tab will open in your browser to the **Common App website**.
4. Enter the email and password address used for the Common App account.
5. Click **Sign In**.
6. Check the **"I Agree"** Checkbox to authorize the connection.
7. Click **Connect**.
8. You will receive a notification to be directed back to Naviance.
9. Green checkmarks, your Common App account information, and FERPA completed notice will appear for confirmation.
10. Once you match your account, schools from your application list in Common App will feed into your Colleges I'm Applying To list in Naviance.

Match your Common App and Naviance Student accounts

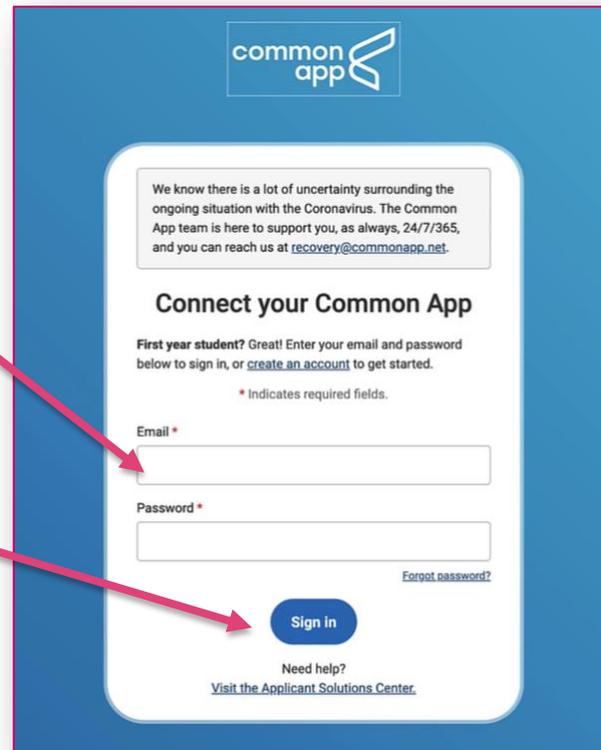
1. Select Match Accounts.



2. You will be redirected to Common App site.

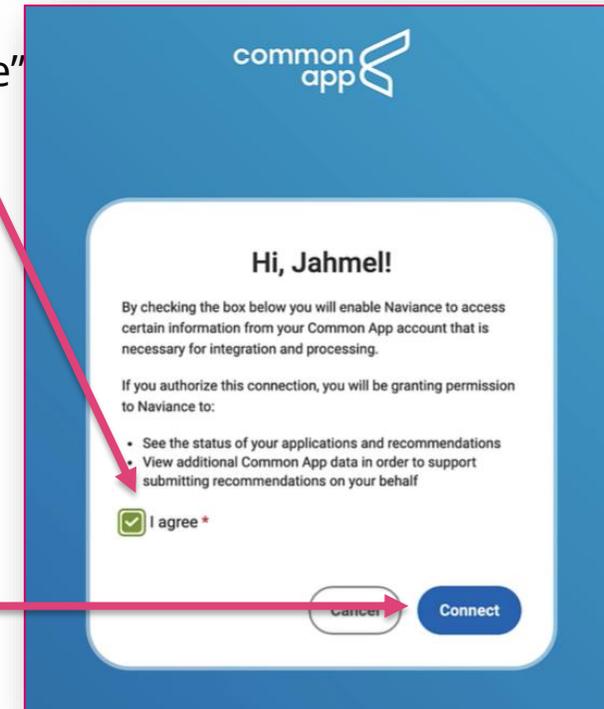
3. Enter the original email address & password that you used when creating your Common App.

4. Click Sign In.



4. Check the "I agree" checkbox.

5. Click Connect.



Now, 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!

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

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with the following tabs: Home, Self-Discovery, Courses, Careers, Colleges (which is the active tab), and Planner. To the right of the navigation bar, there is a user profile dropdown menu showing a heart icon, a 'Demo' dropdown menu, an email icon, a 'DC' profile icon, and 'EN' with a globe icon. Below the navigation bar, the main content area is divided into four columns. The first column is titled 'College Home' and contains links for 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Scattergrams', 'Advanced College Search', and 'College Lookup'. The second column is titled 'Research Colleges' and contains links for 'Colleges I'm Thinking About' (highlighted with a red box), 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', and 'College Maps'. The third column is titled 'Apply to College' and contains links for 'Colleges I'm Applying to', 'Manage Transcripts', 'Letters of Recommendation', and 'Test Scores'. The fourth column is titled 'Scholarships & Money' and contains links for 'College-Specific Scholarships', 'National Scholarship Search', 'Scholarship Search', and 'Favorite Scholarships'.

Select **“Colleges I’m Thinking About”** from **Colleges** tab or **My Favorites** on your homepage

Option 1: Add Colleges to List

Colleges I'm Thinking About

Search for Colleges

+ Add Colleges to List

Compare Me

* = extended profile available

Update Interest Move to Application List Remove

College	Delivery Type	Added By	Application Deadlines	Interest
<input type="checkbox"/> Florida State University	CA	Student	Deadlines	N/A

1. Select the College/University.

2. Select Application Deadline.

3. Indicate how you are applying.

Step 1 Add Applications

Step 2 Request Transcripts

Florida State University

Which application deadline do you prefer?

Other - Early Action- Florida Students Only - Deadline Oct +5

How will you submit your application?

Via Common App

Are you planning to submit your SAT or ACT scores to be considered during the admission review process?

Choose an option

I've already sent my application

Add Applications Add and Request Transcripts

4. Indicate if you are applying Test Optional.

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. Ensure school name(s) is correct.

3. Select **Request and Finish**.

The screenshot shows a two-step process. Step 1, 'Add Applications', is completed. Step 2, 'Request Transcripts', is active. The form asks 'What type of transcript are you requesting?' with radio buttons for 'Initial' (selected) and 'Mid year'. Below this is a dropdown menu for 'Where are you sending the transcript/s?' with 'Florida State University' selected. A blue 'Request and Finish' button is at the bottom.

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 **blue 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. Indicate if you will apply **test optional**.
7. Check **if you have submitted your application**.
8. Select **Add Application & Request Transcript**.
9. Select the **type of transcript** being requested.
10. Select **Request and Finish**.
11. 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

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with the Naviance logo and several tabs: Home, Self-Discovery, Courses, Careers, Colleges (which is the active tab), and Planner. To the right of the navigation bar, there is a heart icon, a dropdown menu with 'Demo' selected, an envelope icon, a 'DC' button, and 'EN' with a globe icon. Below the navigation bar, the main content area is divided into four columns. The first column is a sidebar with a 'Demo' label and a list of options: College Home, Find Your fit, SuperMatch College Search, College Match, College Events, Scattergrams, Advanced College Search, and College Lookup. The second column is titled 'Research Colleges' and contains: Colleges I'm Thinking About (highlighted with a light blue background), College Visits, College Compare, College Resources, Acceptance History, Enrichment Programs, and College Maps. The third column is titled 'Apply to College' and contains: Colleges I'm Applying to (highlighted with a red border), Manage Transcripts, Letters of Recommendation, and Test Scores. The fourth column is titled 'Scholarships & Money' and contains: College-Specific Scholarships, National Scholarship Search, Scholarship Search, and Favorite Scholarships (with a red heart icon).

Select **“Colleges I’m Applying to”** from **Colleges** tab or **My Favorites** on your homepage

Option 2: Using Colleges I'm Applying to

To add colleges to your application list, you will:

1. Click **Blue** circle with the plus sign.
2. Type the name of the college you are applying to.
3. Indicate your application decision type.
4. Say how you're applying (should only choose Direct to Institution).
5. Choose whether you will use test scores.
6. Check the box if you have submitted your application.
7. Select Add and Request Transcript.

Manage Transcripts Application Milestones Compare Me

+ Request Transcripts Remove

STEP 1 Add Application STEP 2 Request Transcript

Which college are you applying to?

Pinellas Technical College-Clearwater, Clearwater, FL

Colleges already in your application list would be unavailable for selection.

App Type

Regular Decision

I'll submit my application

Direct to the institution

Are you planning to submit your SAT or ACT scores to be considered during the admission review process?

Choose an option

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

Request Transcript

1. Select the type of transcript you are requesting.

2. Ensure school name(s) is correct.

3. Select **Request and Finish**.

The screenshot shows a two-step process. Step 1, 'Add Applications', is completed and marked with a green checkmark. Step 2, 'Request Transcripts', is the current step. The form asks 'What type of transcript are you requesting?' with two radio button options: 'Initial' (selected) and 'Mid year'. Below this is a dropdown menu for 'Where are you sending the transcript/s?' with 'Florida State University' selected. A blue 'Request and Finish' button is at the bottom.

Step 2

Add Applications Request Transcripts

What type of transcript are you requesting?

Initial

Mid year

Where are you sending the transcript/s?

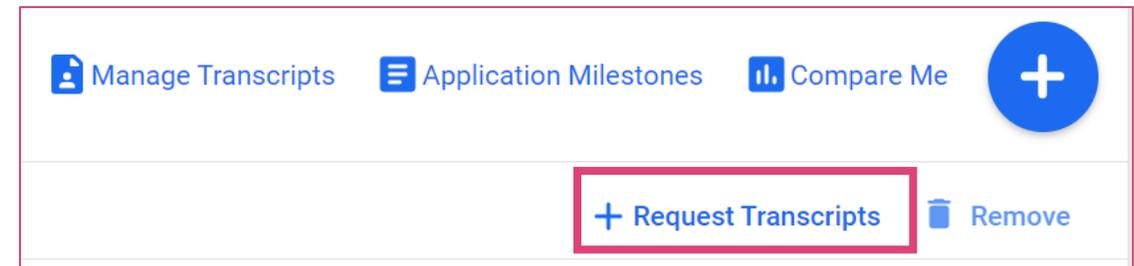
Florida State University

Request and Finish

Step 2b: Request Transcript for College Application

1. Go to **Colleges > Colleges I'm Applying to**.
2. Select **+ Request Transcripts**.
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



Request Transcript

1. Select the type of transcript you are requesting.
2. Ensure school name is correct.
3. Add any more schools that need a transcript sent.
4. Select **Request and Finish**.

The screenshot shows a two-step process. Step 1, 'Add Applications', is completed and marked with a green checkmark. Step 2, 'Request Transcripts', is the current step. The form includes a question 'What type of transcript are you requesting?' with two radio button options: 'Initial' (selected) and 'Mid year'. Below this is a dropdown menu for 'Where are you sending the transcript/s?' with 'Florida State University' selected. A 'Request and Finish' button is at the bottom.

Step 2

Add Applications Request Transcripts

What type of transcript are you requesting?

Initial
 Mid year

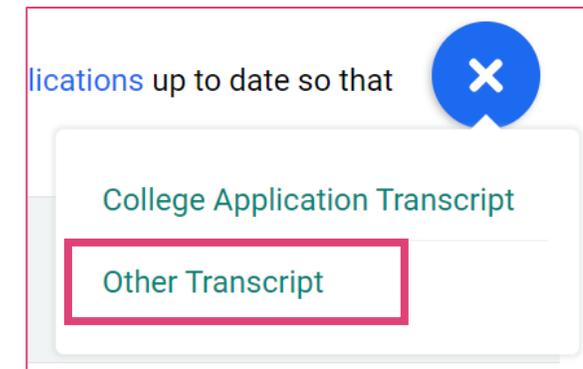
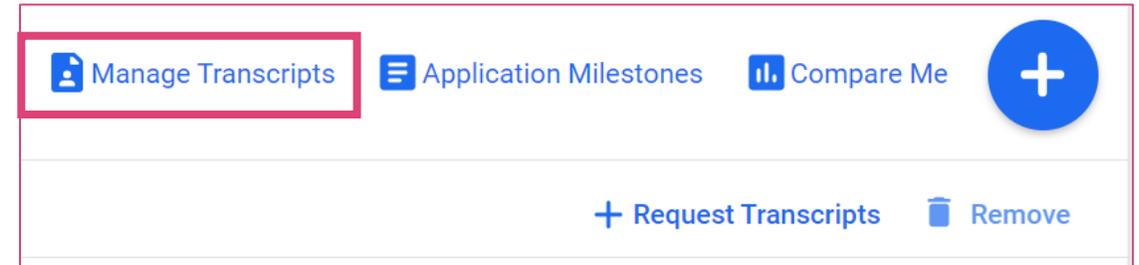
Where are you sending the transcript/s?

Florida State University

Request and Finish

Step 2b: Request Transcript for College Application

1. Go to **Colleges > Colleges I'm Applying to**.
2. Select **Manage Transcripts**.
3. Select the **type of transcript** being requested.
4. Select **What is this transcript for**.
5. Select **Transcript due date**.
6. Enter **Recipient Name & Information**.
7. Enter **Notes**.
8. Select **Request and Finish**.



Request a Transcript

Request a Transcript Form:

- 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

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: [Text Field]
- Address Line 1: [Text Field]
- Address Line 2: [Text Field]
- City: [Text Field]
- Zip Code: [Text Field]
- State: [Text Field]
- Country: N/A [Dropdown]
- Other Notes: [Text Area]
- Request and Finish [Button]

6. Select Request and Finish

Step 3: Request Letters of Recommendation

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

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

Select A Teacher

2. Select the recommendation request type:*

Select All

Colleges ^

Due ^

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

Requesting LORs

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation (LOR)** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
6. Include a **personal note**
***Best practice** is to include a note. This assists the teacher in remembering special tasks or events.*
7. Select **Submit Request**
8. Select **Request and Finish**

Step 4: Track Transmission Status in Naviance

Tracking Transcript & App Materials Status

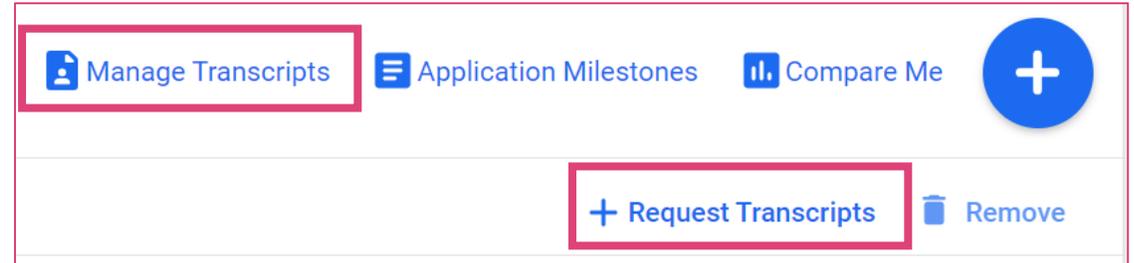
1. Go to **Colleges I'm Applying To List**
2. Check the **Transcript column to review when a counselor has submitted a transcript**
Note: The transcript column will say 'sent' if the transcript has been sent
3. Check the **Office Materials column to review when a staff member has indicated that all materials have been sent for that application**
4. 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	App Type ⓘ	Deadline	Transcripts	Office Materials	Submission ⓘ Type	Application
<input type="checkbox"/> St. Paul's School of Nursing	Regular Decision	N/A	No request	Pending		Unknown ▾ EDIT More ⋮
<input type="checkbox"/>  Georgia State University	Early Action - Fall 2023	Nov 15	Requested	Pending		Unknown ▾ EDIT More ⋮

Step 4: Track Transmission Status in Naviance

How do I request more transcripts?

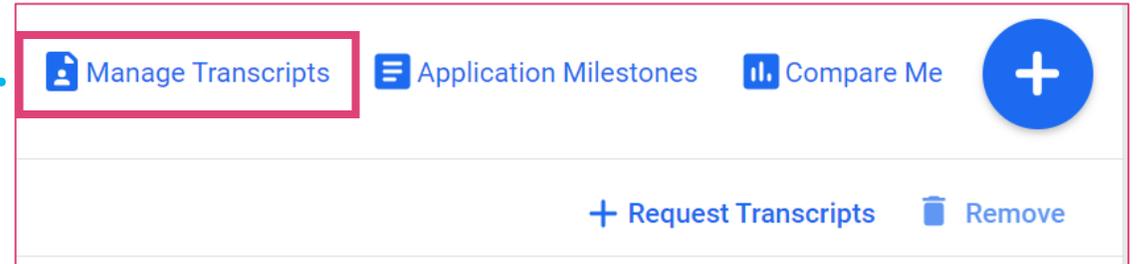
1. Go to **Colleges > Colleges I'm Applying to**.
2. Select **+ Request Transcripts** to request transcripts for **college applications**.
3. Select the **Manage Transcripts** for other transcript requests.



Step 4: Track Transmission Status in Naviance

How do I know if my transcript has been sent?

1. Go to **Colleges > Colleges I'm Applying to**.
2. Select **Manage Transcripts**.



3. Monitor the **Mailed** (Initial), **Midyear**, and **Final** columns to determine whether the transcript has been sent.

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
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Step 4: Track Letters of Recommendation Submission Status

Tracking LOR Status

1. Go to [Colleges I'm Applying To List](#)
2. Select [Letters of Recommendation](#) at the bottom of the list
3. Check the [Status](#) column to review when a teacher has submitted a LOR

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

Recommendation Statuses: X

✉ **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

Add Request

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eDocs Delivery Type Icons



Mail Only: Documents can only be sent by mail.



Common App Mail only: Documents can only be sent by mail.



Common App: Common App docs can be sent through eDocs.



Electronic: Documents can be sent through eDocs.



Electronic: Documents can be sent through eDocs.



Questions