



# Senior College Application Naviance Instructions



1. To log into Naviance from your home or phone, go to [www.cobbk12.org](http://www.cobbk12.org) or <https://www.cobbk12.org/CampbellHS> click on "Find it Fast" near the top right corner, and click on Naviance. Your log in is your CTLS credentials. You can also log in through Clever using your CTLS login credentials. Contact your counselor if you are unable to log in. \*\*If you are on a phone or table, it is possible that "Naviance" won't appear because you can't scroll down. If this happens, use the 3 lines menu in the left corner; parents & students, sign-in, Naviance.
2. Go to the "Colleges I am applying to" list and make sure ALL the schools you plan to apply to are there. If it isn't you must add them (click the red plus sign). For EVERY school, select the App type which is which deadline you are using and how you will submit your application (Common App, Direct to Institution). If any of them are Common App schools, select Common App as your means of applying. Select the other choices for any non-common app schools. Do not leave any as "I don't know".
3. If any of the schools you are applying to are on Common App, make a Common App account if you haven't already. Do this by opening another webpage and going to [www.commonapp.org](http://www.commonapp.org) . Make sure every Common App school you are applying to in Naviance is also in your account on Common app. Common App is where you will apply to these schools but Naviance is what counselors and teachers use to send documents to those colleges. Please make sure you go back to Naviance and match your common app to it. There will be a pink banner in Naviance on the Colleges You are Applying to page if you have not done this.
4. If any of your schools require a recommendation from a counselor, complete the Counselor Rec Letter Survey so that counselors can complete recommendations for you. This can be found in Naviance under "About Me", "Surveys", "Surveys from Your School", "Counselor Rec Letter Survey".
5. If one of your colleges requires a teacher recommendation, please talk to the teacher you would like to write it first, and then send a teacher recommendation request to him/her through Naviance. You can find it on the Colleges screen. Click on "Letters of Recommendation" to send a request to your teacher(s).
6. TRANSCRIPTS!! There is a 2-step process to request your official transcript for college admissions & scholarships. Step 1. In Naviance, add the college into your applying to list. Step 2. Log onto [MyPaymentsPlus](#). Select transcripts. Each non-Common App transcript is \$2. For Common App, you only need to order 1 transcript and all of your Common App colleges will receive a transcript. Fill out form associated with transcript request. If you are ordering more than one transcript at a time, you will need to repeat the process for the number of transcripts you are ordering.

For more detailed information, watch the Senior Seminar Presentation found at [www.campbellhscounseling.com/seniors](http://www.campbellhscounseling.com/seniors).

#### Other friendly reminders:

\* Have you sent your SAT and/or ACT scores to your colleges? Some are test optional due to COVID. If you have scores or plan to take the SAT and ACT, go to [SAT.org](http://SAT.org) or [ACT.org](http://ACT.org).

\*\*Have you completed the FAFSA? It can be found at [FAFSA.ED.GOV](http://FAFSA.ED.GOV).