

The NEW Naviance

First, log in to the Naviance/Family Connection system.

To request a transcript*:

1. Click on "Colleges"
2. Under "My Colleges," click on "Colleges I'm applying to"
3. "Add to this list" if the college for which you would like to request a transcript does not already appear
4. Click on the box next to the name of the college you would like to request a transcript for, then click "Move to Application List"
5. Click "Add Applications"
6. On the left side of the screen, Click "Colleges I'm Applying To"
7. Click "Request transcripts" just under the "Colleges I'm Applying To" header.

***Note:** You cannot request transcripts until your Senior Packet has been completed and turned in to your counselor. Also, you may check the status of a transcript request by clicking "Resources" and click "Transcripts" and "View the status of all my transcript requests."

To sign up for a college visit:

1. Under "What's New," click on "More info/register" after any of the college visits listed
2. Click on "Sign Up" next to the colleges you'd like to register for

To access the Senior Self Description Survey*:

1. Click on "About Me"
2. On the left, click "Surveys to take"
3. Click on "Senior Self Description Survey"

***Note:** If you've already taken the survey, this won't be listed as an option. You can view your completed survey by clicking on "About Me," then "Completed Surveys" (listed under "Interesting Things About Me")

To access the Parent Brag Sheet:

1. Click on "About Me"
2. On the left, click "Surveys to take"
3. Click on "Parent Brag Sheet"

To obtain the finalized college list:

1. Scroll to the bottom right hand side of your homepage and click on "Document Library"
2. Click on "Senior Summer Information"
3. Click on and complete the "Finalized College List"

To obtain the transcript release form:

4. Scroll to the bottom right hand side of your homepage and click on "Document Library"
5. Click on "Senior Summer Information"
6. Click on "Parental Release Form"