

College Application Process Using Naviance eDoc

- **Complete the actual college application on each college's website.**
- **If you are applying via Common App**, you should fill it out on www.commonapp.org
- The following instructions are for requesting transcripts, counselor recommendations and teacher recommendations through Naviance. All SAT and ACT scores should be sent via their respective companies: www.collegeboard.com (for SAT) and www.ACT.org (for ACT).

After You Submitted Your Application:

1. Log into your Naviance account at <http://connection.naviance.com/imsanorth>. If you don't remember your password, please use the "forgot your password?" link on the sign-in page or contact the Guidance Office.
2. Click on the **Colleges** Tab
3. Click on **Colleges I'm Applying To**
4. Click on **Add to this List**
5. Click **Lookup** to add a college to your list
6. Choose the **Application Type** (Regular Decision, Early Decision ,Early Action)
7. Check the box **Request Transcript** – this will send the request to the Guidance Naviance account. When your transcript has been sent, it will be marked "Sent". *Allow two weeks for your application materials to be completed by the Guidance Office and give the college at least two to three weeks to show your Transcript as being "Received" (on their website, etc.)*
8. Check the box **I have Submitted My Application**
9. Click **Add Colleges**
10. If the college you are applying to accepts either their own application or Common App, be sure to clarify by clicking on **Unknown** under **Applying via Common App?** and then choose **Yes** (if you used Common App) or **No** (if you used the college's own application)
11. If you are using Common App, complete the **Common App Account Matching**. If you are not using Common App for any of your college applications, scroll down and click on **Not Needed**.

Teacher Recommendations

1. Click on your **Colleges** tab.
2. Click on **Colleges I'm Applying To**
3. Scroll down to **Teacher Recommendations**
4. Click **Add/Cancel Requests**
5. Go to **Add New Requests**
6. Click the dropdown menu and choose the teacher from the list (make sure you have personally asked this teacher prior to this request and that your Resume is updated in Naviance)
7. Add a personal note for the teacher (optional).

8. Click **Update Requests** – this will send an email to the teacher stating your request and will add the request to the teacher's Naviance account. It will also record that you have requested it in your Naviance account. When the teacher has completed the Recommendation, they will mark it as Completed and it will show in your Naviance account.