

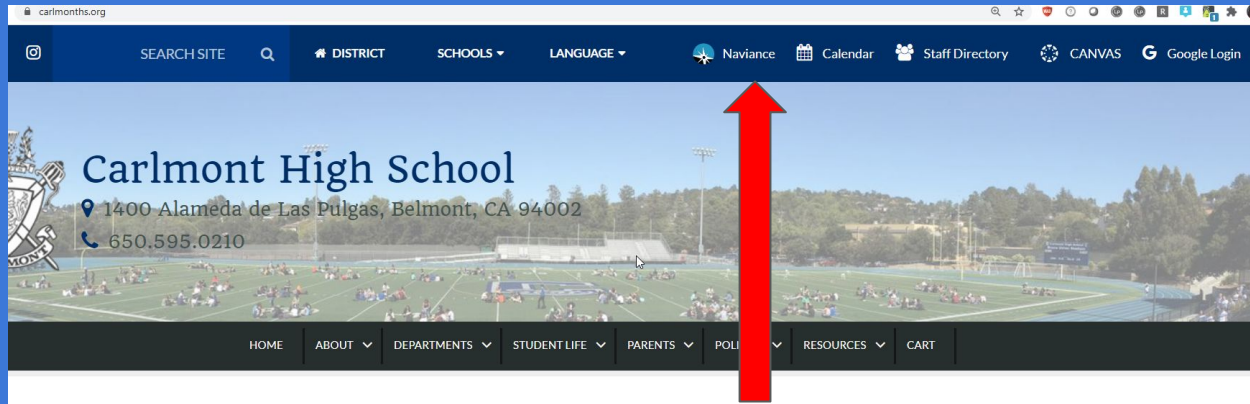
Adding Colleges to Naviance



All the colleges you are applying to must be listed in Naviance. These instructions would be referring to your applications to community college, UC, CSU, Coalition, and direct to institution.

Steps to Log into Naviance

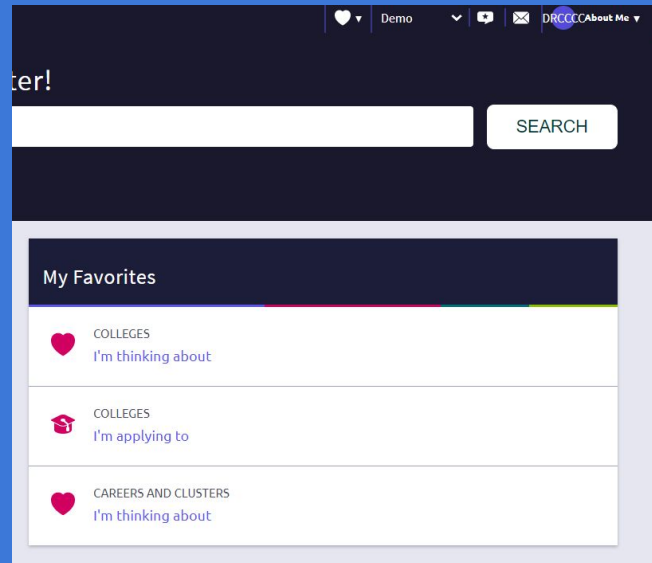
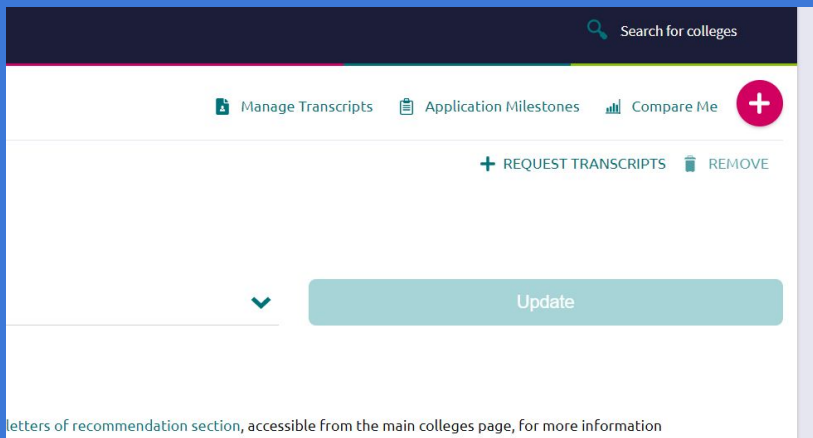
- Log into your SEQ email
- Go to the Carlmont website (www.carlmonths.org)
- Click on Naviance
- Enter your SEQ email address
- You will be directed to the Naviance home page



Add all Non Common App applications

From the Naviance home page

Click on Colleges I'm applying to



Click on the PLUS sign

✕ Cancel

STEP 1

STEP 2

Add Application

Request Transcript

Which college are you applying to?

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

App type

Regular Decision

I'll submit my application

I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT



Type the college name to add to your list.

Use the pull down when your college appears.

Naviance will recognize full name of colleges for example:
University of California

App Type

This section is very important

This date informs teachers and counselors of your deadlines.

Some colleges give you many deadline choices, while others only have one.

Naviance | Student

Cancel

STEP 1 — STEP 2
Add Application Request Transcript

Which college are you applying to?

The University of Texas at Austin

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

App type

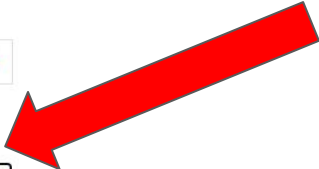
Regular Decision December 1

I'll submit my application

Direct to the institution

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT



✕ Cancel

STEP 1

Add Application

STEP 2

Request Transcript

Which college are you applying to?

The University of Texas at Austin



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

App type

Regular Decision December 1



I'll submit my application

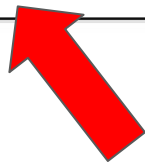
Direct to the institution



I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT



In this section indicate which application you will use. It will either be Common App or Direct to the institution.

If applying to UCs, Community College, CSUs indicate Direct to the Institution.

If applying to the college directly from their website, indicate Direct to the Institution.

If you are using the Coalition Application, indicate Direct to Institution.

✕ Cancel

STEP 1

Add Application

STEP 2

Request Transcript

Which college are you applying to?

The University of Texas at Austin



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

App type

Regular Decision December 1



I'll submit my application

Direct to the institution



I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT



Click on

Add Application

The option to Add and Request Transcript will not be used at this point.



After adding the college - this is what your Colleges I'm Applying To page will look like

Name of College

Deadline type

Deadline

Transcript Request

Direct to Institution or Common App



<input type="checkbox"/>	The University of Texas at Austin	RD	Regular Decision	December 1	N/A	no request	Pending		Unknown ▾	EDIT	MORE ▾
	Pennsylvania State University-Main Campus	EA	Early Action	November 1	N/A	no request	Initial materials submitted		Unknown ▾		MORE ▾

Very Important: Deadline must be correct in Naviance - counselors and teachers will depend on the deadline listed.

Colleges I'm applying to Search for colleges

✓ Your Common App account has been matched.
Your FERPA status is waived. You're ready to apply to colleges using Common App.

[Manage Transcripts](#) [Compare M](#)

* = extended deadline available

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type i	Application	
Boston College	RD	Override January 1	N/A	no request	Pending	CA	Unknown ▼	MORE
* Boston University	RD	Regular Decision 4	January N/A	no request	Pending	CA	Unknown ▼	MORE
* Brown University	RD	Regular Decision 5	January N/A	no request	Pending	CA	Unknown ▼	MORE

For Common App Schools

After you Match your Common App to Naviance,
the college list will automatically upload to Naviance.

If you have not matched your account, view this slide show.

[Matching Naviance to your Common App Class of 2023](#)



Questions?? Ask Mrs. Rasor
in your College & Career Center
nrasor@seq.org