



## Naviance How-To: Moving Through the College Application Process in Naviance



1. Go to the Doherty home page and select the “Counseling” tab. Select “Naviance/ICAP”.



2. Click on the hyperlink on this page which will lead to the log-in page. Once at the login page students should select “Login with Clever”.

Welcome to Naviance Student

Email or Username

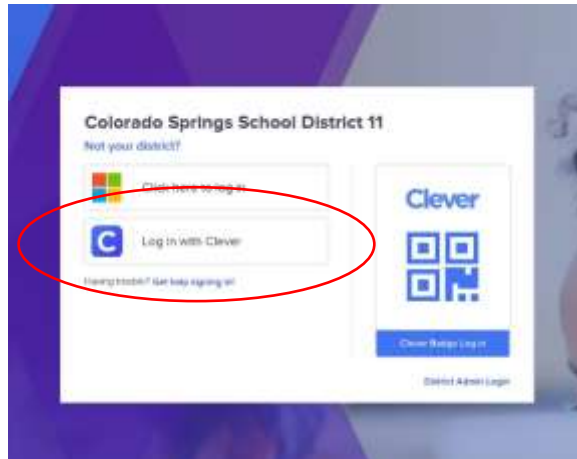
Password

Remember me [Forgot your password?](#)

Login

Is your school using Clever? [Login with Clever](#)

3. Students will be redirected to Clever. Select “Log In with Clever”.



4. Students will then log in.

Colorado Springs School District 11

Not your district?

Login information

USERNAME

PASSWORD  Show

Having trouble? Get help signing in

Log In

Clever

Clever Single Log In

District Admin Login

Student Username is student's network login

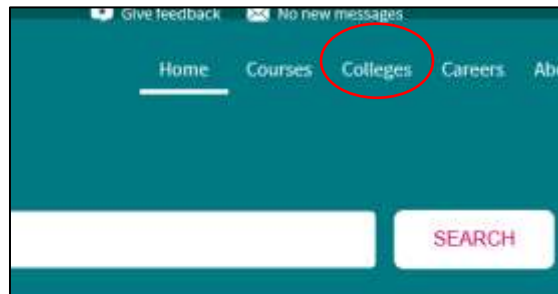
Password: **student ID#**



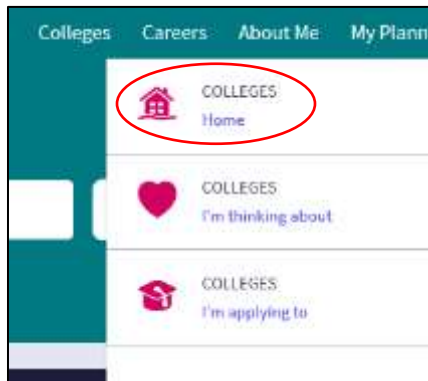
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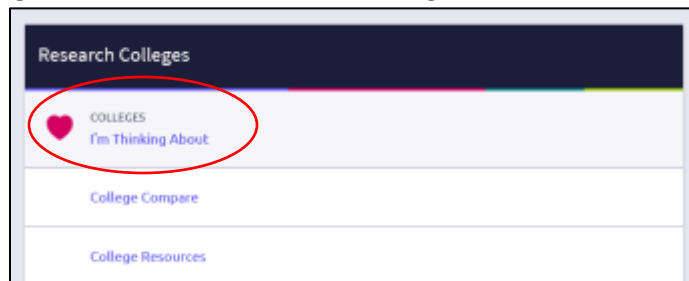
5. From the home page select the “Colleges” tab in the top right-hand corner.



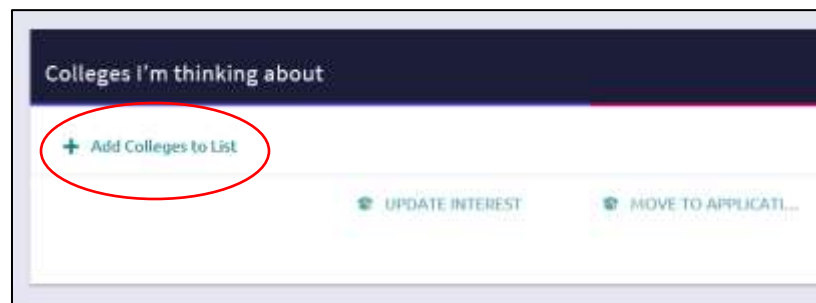
6. Select “Colleges Home” in the drop down menu.



7. Select “Colleges I’m Thinking About” under the Research Colleges menu.



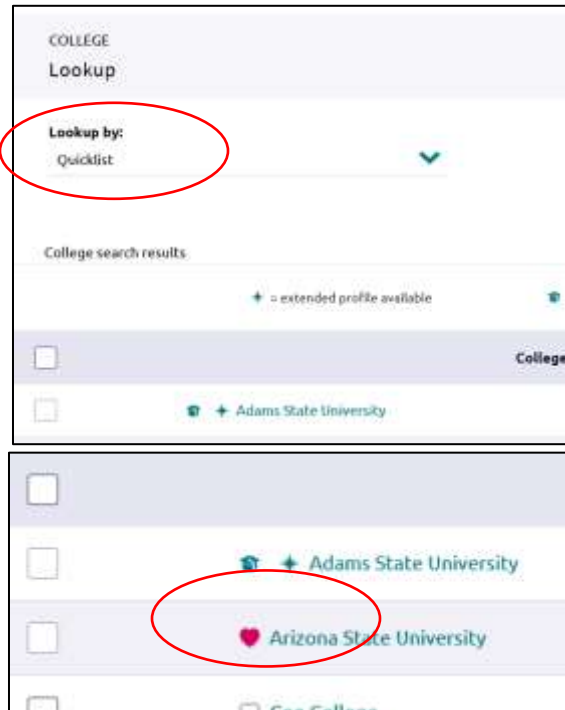
8. Students can add colleges to this list by selecting the “Add Colleges to List” hyperlink. Students are encouraged to click on the college name to learn more about the school, programs available, and the application requirements.



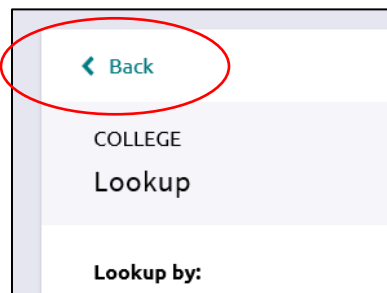
- a. To add a college search for the name and click the heart icon next to the college name.



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9. Once all colleges the student is interested in have been selected, click on the back button on the top left-hand side. This should return students to the “Colleges I’m Thinking About” homepage. The schools that the student has selected should be listed.



College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest
<input type="checkbox"/> Arizona State University		Student	N/A	Priority November 1	N/A

10. To update that the student is applying to these schools, the box next to the school’s name must be marked (showing a blueish-green check mark). Once all are selected, students then click on the “Move to Application” hyperlink.



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College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	In
<input checked="" type="checkbox"/> Arizona State University	CA	Student	N/A	Priority November 1	N/A

11. The “Move to College Application” page should open. Students will indicate where they are in the application process and request transcripts if needed.

STEP 1 — STEP 2

Add Applications Request Transcripts

Arizona State University

Which application deadline do you prefer?  
N/A

How will you submit your application?  
I'm not sure yet

I've already sent my application

Add Applications ADD AND REQUEST TRANSCRIPTS

- When adding the application indicate which application deadline the student is applying for (i.e. Early Decision, Regular Decision, etc.)
- Then students will select how they will submit the application (i.e. Direct to the Institution – this may be the only option for this field).
- Students can indicate if they have already applied by clicking the box next to “I’ve Already Submitted My Application”



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STEP 1 Add Applications

STEP 2 Request Transcripts

Arizona State University

Which application deadline do you prefer?  
Regular Decision

How will you submit your application?  
Direct to the institution

I've already sent my application

Add Applications ADD AND REQUEST TRANSCRIPTS

- d. Students can then select “Add Applications” or select “Add and Request Transcripts”.
  - i. For Add and Request Transcripts students will be taken to the transcript request page. Select the type of transcript (PLEASE SELECT INITIAL). And indicate which schools you want the transcripts sent to. Then click on “Request and Finish”

STEP 1 Add Applications

STEP 2 Request Transcripts

What type of transcript are you requesting?  
 Initial  
 Mid year  
 Final

What additional materials, if any, do you want included?  
 Unofficial SAT Scores  
 Unofficial ACT Scores

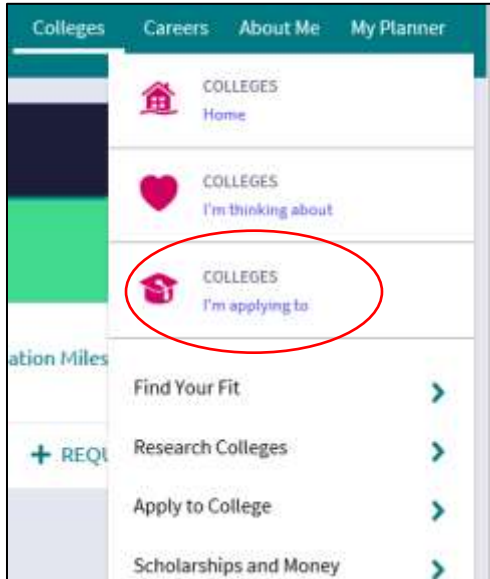
Where are you sending the transcript/s?  
Adams State University

Request and Finish

12. To ensure that the college has been added and to view transcript updates go back to the home page. Select “Colleges” in menu bar and return to the “Colleges I’m Applying To” page. The colleges that you have listed should be listed and will show if the application/transcripts are pending or have been sent.



## Naviance How-To: Moving Through the College Application Process in Naviance



Colleges I'm applying to

Your Common App account has been matched. You're ready to apply to colleges using Common App.

Manage Transcripts Application Milestones Compare Me

+ extended profile available + REQUEST TRANSCRIPTS RESOLVE

College	Type	Deadline	Expected Difficulty	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Adams State University	RD	Regular Decision	N/A	no request	Pending		Unreviewed    HDSE 2
<input type="checkbox"/> Arizona State University	RD	Regular Decision	N/A	no request	Pending		Submitted    HDSE 3

College that I'm attending:

Note: if you have not matched your Common Application to Naviance there will be a large red bar saying so. This is only applicable for those that are applying to schools through Common App. Students do this will need to click on the red plus within this bar and follow the instructions.