



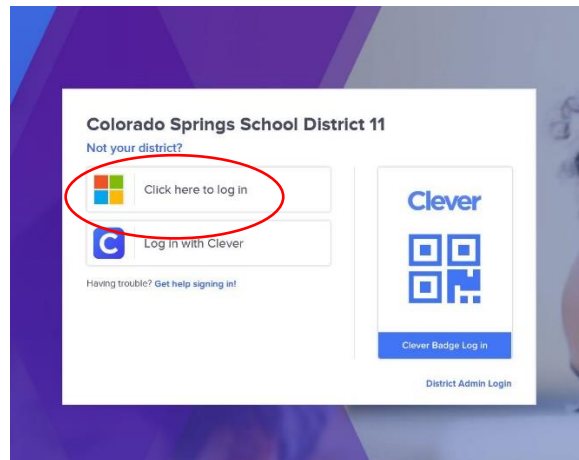
Naviance How-To Updating Colleges I've Applied to for ICAP



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 the Windows Logo”



3. Students will then log in using your CSSD11 email address and network password to log in .
(firstname.lastname@d11.org)

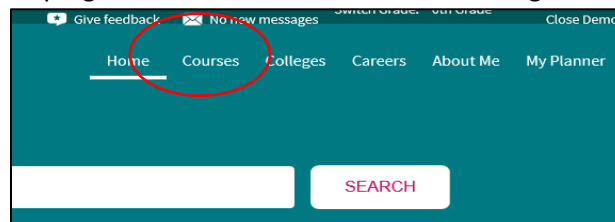
- 4.



Sign in with your organizational account

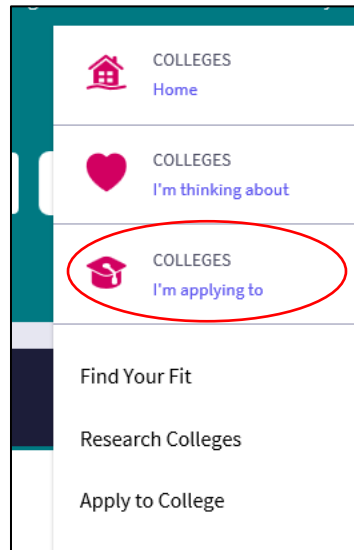
Sign in

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





6. On the drop down menu click “Colleges I’m Applying To”

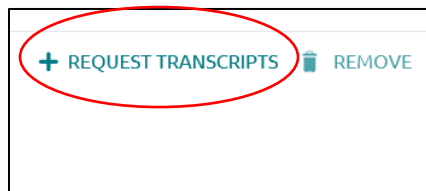


7. Once on that page there is a search bar where students can select the colleges they have or will be applying to.

College that I'm attending:

N/A ▼ Update

8. When all colleges are added students can request transcripts by clicking on the request “Transcripts” hyperlink towards the top right side of the page.



9. Students will then select which type of transcript to be sent. PLEASE SELECT INITIAL TRANSCRIPT!

What type of transcript are you requesting?

Initial

Mid year

Final

What additional materials, if any, do you want included?

Unofficial SAT Scores

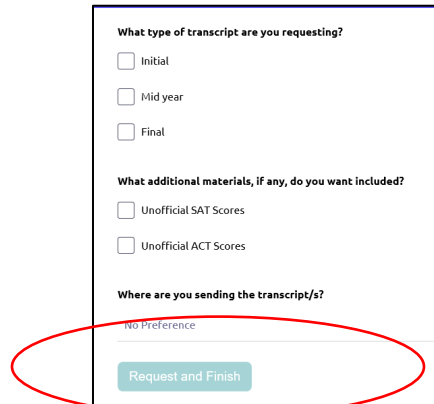
Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference

Request and Finish

10. Select what schools you want your transcripts sent to by using the drop down section (you can select all schools).



What type of transcript are you requesting?

Initial

Mid year

Final

What additional materials, if any, do you want included?

Unofficial SAT Scores

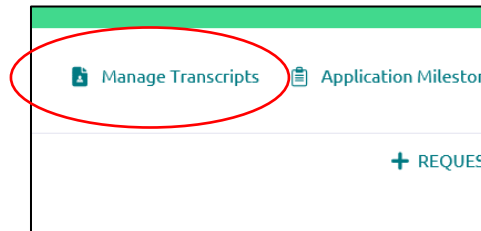
Unofficial ACT Scores

Where are you sending the transcript/s?

no Preference

Request and Finish

11. Select “Request and Finish”.
12. To see the status of your transcripts, go back to the “Colleges I’m Applying To” page and select the “Manage Transcripts” hyperlink in the top right corner.



If you are applying to a college using the Common Application, your transcripts will be sent through the common application, but please still list the colleges in Naviance.