

Frankel Jewish Academy
Naviance College Application Process: Step by Step FOR STUDENTS

If you are applying to any schools via Common Application, you must first go to the Common App website (www.commonapp.org) and create an account. Take note of your username and password, as you will need to enter this information into Naviance.

Using Naviance

1. Login to your **Naviance** account <https://connection.naviance.com/fc/signin.php?hsid=jewish>
2. Enter your Username & Password.
 - a. User Name: your First-Class username (first.last).
 - b. Password: your PowerSchool password.
3. Go to the **COLLEGES** tab.
4. Click on **Colleges I'm Thinking About**
 - a. **IMPORTANT:** All colleges to which you are interested in applying must appear on this list to begin the application process.
 - b. Click **Add To List** and click **Lookup** (list of popular FJA college choices) or search by one of the choices on the left-hand side under **College Research**.
 - c. When you have finished listing your selections, scroll down and select **Add Colleges**.
5. You must sign the FERPA waiver before you can submit any applications.
 - a. Click on **Colleges** and then **Colleges I'm Applying To**. A waiver will appear on your screen. Answer "Yes" and complete the waiver. This waives your right to see recommendations coming from teachers or counselors.
6. **AFTER** you have completed and submitted each of your school's applications online, go into Naviance and in your **Colleges I'm Applying To** list, click on '[have you applied?](#)' and mark the box that says 'I have submitted my application'. This will signal the college counseling office to send your transcripts and teacher recommendations.

Recommendations

Students need to select a teacher from whom they would like to receive a letter of recommendation. Only if a college requires two teacher recs should you request more than one. To submit these recommendations to Naviance, do the following:

1. Click **Colleges I'm Applying To** and scroll down to **Teacher Recommendations**
2. Select **add/cancel requests** and select a teacher from the drop down menu from whom you'd like a recommendation. Add a personal note and then select **Update Requests**.

Transcripts

To request that a transcript is added to your application, do the following:

1. In the **Colleges** tab, select **Colleges I'm Applying To** and then select **Request Transcripts**.
2. Select which schools to have transcripts sent to, scroll down and select **Request Transcripts**. This will send the request to the Guidance & Registrar Naviance account. When your transcripts have been sent, it will be marked as **Sent** on your list of college applications.
3. If you need other transcripts (for scholarships, NCAA, etc.) under the **Colleges** tab, click **Transcripts** and select **Request transcripts for scholarships or athletics**, complete the form and click **Add Transcript Requests**.
4. Give the college at least 10 business days to show your transcript as being received on their website.

Test Scores

You will need to have your scores sent to colleges directly from ACT and/or SAT. You can record your test scores in Naviance, but this is just for record keeping. Colleges **NEED** them from ACT or SAT directly.