NAVIANCE COLLEGE APPLICATION GUIDE

1. Logging Into Your Naviance Account.

A. You can access your Naviance account through the Martin Luther HS website at www.martinlutherhs.org. Click the quick links tab in the upper right hand corner and select Naviance to be transported to Naviance Family Connection.

B. Once you have arrived at the website, enter your email address and password (your Microsoft 365 account login information).

C. If you have forgotten your Naviance email and password, see Mr. Burkee to receive assistance in logging in.

2. Identifying Your Colleges and Requesting Your Transcripts.

As soon as you know what colleges/universities that you are applying to, you should add them to your Naviance list:

A. Click on the **colleges** tab
B. Click on **colleges I'm applying to**
C. Click on **+add colleges to this list**

D. Click on **lookup**, and search for your college.

E. Search for your college name. Then, click on the **Transcript Request** button next to the college name to request that your high school transcript be sent.

F. Repeat the above step to add any additional colleges that you are applying to.
G. Once all your colleges are listed and your transcripts have been requested, click on the **Add Colleges** button at the bottom of the list.

H. There are multiple ways to apply to some colleges such as using the Common Application or applying directly to the institution (using their website). You need to indicate how you applied in order for your transcripts to be sent. Under "How are you applying", click on any that say **I'm not sure yet** and have a "?" under "Submissions".

I. For each college application, select how you applied (via Common App OR directly to the institution) and click **Update Applications** at the bottom when finished.

J. You can monitor the status of your requests by checking the Transcripts and Office Status columns in your list of colleges under colleges I'm applying to. The Office Status will say "pending" until it has been officially sent. You can also see a summary of your requests by clicking on transcripts under the colleges tab, then click on View the status of all my transcript requests. If your college application deadline is approaching, and the documents are still in "pending" status, please contact your guidance counselor.

3. Requesting Teacher Recommendations.

A. Complete a Postsecondary Resume
   Forms can be picked up in the OSS and will help your recommender make a unique and detailed letter just for you.
B. Talk to your teacher(s) to confirm that they will write a recommendation for you!
C. Under the "Colleges I'm Applying To" section under "Letters of Recommendation", click on **letters of recommendation section**.

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    D. Click on the **Add Requests** button.
          1. Select a teacher/staff member from the dropdown option.
          2. Select if this recommendation is for a specific college or for all of them.
          3. Enter a personal note to the teacher, formally requesting the recommendation and thanking them for taking the time.
          4. Click on the **Submit Request** button.

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel   **Submit Request**

1. Who would you like to write this recommendation?*

Select A Teacher ▼

2. Select which colleges this request is for:*

◯ Choose **specific** colleges from your *Colleges I'm Applying To* list
◯ All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Dear Mr. Burkee,

Thank you so much for taking the time to write me a letter of recommendation for UW-Madison. Just a reminder that the deadline is in 1 month on December 1st. I already personally delivered you my letter of recommendation packet with all the information you need regarding my academics, qualities, and extracurricular activities. Please let me know if you need anything else.

Thank you again!

2589 characters remainin

Cancel   **Submit Request**

    E. Repeat step "C" to add additional recommenders.
    F. To request a recommendation from someone not at Martin Luther HS, please check the college's admissions website for instructions, and speak to your guidance counselor for additional help.

You can monitor the status of these requests by checking the status under the Teacher Recommendations section. Once requested, the status will be "In progress" until it is officially submitted to the college. If the recommendation is still "In progress", and your deadline is approaching, please remind your recommender that he/she must submit both the recommendation letter and the accompanying teacher evaluation form.