

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.

Welcome to Family Connection
Nice to see you again! Please log in.

e-mail

password

remember me

[Log In](#)

[forgot your password?](#) [need additional help?](#)

are you new here?
[I need to register](#)

Martin Luther High School
5201 S 76th Street
Greendale WI 53129
p: (414) 421-4000
[New Privacy Policy](#)

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**

colleges careers about me

Search for colleges:
 Go

colleges I'm applying to
[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	How are you applying?	Submissions	Expected Difficulty*	De
+ add colleges to this list					

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

colleges careers about me

Search for colleges:
 Go

colleges I'm applying to
Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my application
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

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- 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.

colleges careers about me

Search for colleges:

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my application
Regular Decision	<input checked="" type="checkbox"/> request	Concordia University Wisconsin <input type="button" value="lookup"/>	<input checked="" type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>

- 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.

colleges careers about me

Search for colleges:

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my application
Regular Decision	<input checked="" type="checkbox"/> request	Concordia University Wisconsin <input type="button" value="lookup"/>	<input checked="" type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <input type="button" value="lookup"/>	<input type="checkbox"/>

- 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".

colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	How are you applying?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit
<input type="checkbox"/> Concordia Univ	RD	I'm not sure yet	<input style="border: 1px solid red;" type="button" value="?"/>	N/A	-	requested	Pending	app submitted	Unknown	<input type="button" value="edit"/>
<input type="checkbox"/> Marquette Univ	RD	I'm not sure yet	<input style="border: 1px solid red;" type="button" value="?"/>	N/A	Dec 01, 2016	requested	Pending	have you applied?	Unknown	<input type="button" value="edit"/>
<input type="checkbox"/> Valparaiso Univ	RD	I'm not sure yet	<input style="border: 1px solid red;" type="button" value="?"/>	N/A	-	no request	Pending	have you applied?	Unknown	<input type="button" value="edit"/>

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- 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.

colleges careers about me

Search for colleges: **Tell us how you're submitting these applications**

This tells your counselor how to submit your transcripts and other materials to institutions.

SEARCH OPTIONS >>

Concordia University Wisconsin

I'll submit my application:

via Common App

directly to the institution **i**

I'm not sure yet

Marquette University

I'll submit my application:

via Common App

directly to the institution **i**

I'm not sure yet

Valparaiso University

I'll submit my application:

via Common App

directly to the institution **i**

I'm not sure yet

Update Applications

colleges I'm thinking about

colleges I'm applying to

college visits

college research

CollegeMatch™

college search

college match

college compare

college lookup

college search

college maps

homepage

- 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**.

<input type="checkbox"/>	Concordia Univ	RD	I'm not sure yet	?	N/A	-	requested	Pending	app submitted	Unknown				
<input type="checkbox"/>	Marquette Univ	RD	I'm not sure yet	?	N/A	Dec 01, 2016	requested	Pending	have you applied?	Unknown				
<input type="checkbox"/>	Valparaiso Univ	RD	I'm not sure yet	?	N/A	-	no request	Pending	have you applied?	Unknown				

Delete Application

College that I am attending

(no college selected) **Update**

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information.

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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!

The screenshot shows a web form for adding a recommendation request. At the top right are two buttons: 'Cancel' and 'Submit Request'. The form consists of three main sections:

- 1. Who would you like to write this recommendation?***: A dropdown menu with the text 'Select A Teacher' and a downward arrow. A red arrow points to this dropdown.
- 2. Select which colleges this request is for:***: Two radio button options:
 - 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* listA red arrow points to the first radio button.
- 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:**: A text area containing the following text:

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!

A character count at the bottom right of the text area reads '2589 characters remainin'. A red arrow points to the 'Submit Request' button at the bottom right of the form.

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.