

1. Go to Settings (⚙️) and select "Setup"

The screenshot displays the Naviance web application interface. At the top, a dark blue navigation bar contains the Naviance logo on the left and a search bar with the text "Search for Student" on the right. Below the search bar are icons for a user profile, a gear (Settings), and a help icon. The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Setup", lists various options: My Account, School Account, User Admin, Preferences, Assign Counselors, Manage Teacher List, Single Sign-In Options, NavAPI Options, Data Import, and Data Export. The main panel, titled "Naviance Setup", contains sections for "My Account", "School Account", "User Admin", "Preferences", and "Assign Counselors", each with a brief description of its function. On the right side of the main panel, a dropdown menu is open, showing the options "My Account", "Setup", and "Logout". The "Setup" option is highlighted with a red rectangular border, and a red hand cursor icon is positioned over it, indicating the user's selection.

2. Select “eDocs”

The screenshot shows the Naviance web interface. At the top, there is a dark blue header with the Naviance logo on the left and a search bar on the right. Below the header is a navigation menu with links for Students, Planner, Scholarships, Colleges, Careers, Connections, and Analytics. On the left side, there is a 'Setup' sidebar with various options. The main content area is titled 'Naviance Preferences' and contains several sections: Application Flags, Application Milestones, Scholarship Milestones, and eDocs. The 'eDocs' section is highlighted with a red rounded rectangle, and a red mouse cursor icon is pointing at it. Below the 'eDocs' section is the 'Plan Milestones' section, which is partially obscured by the red cursor.

NAVIANCE Students Planner Scholarships Colleges Careers Connections Analytics Search for Student

Setup

- My Account
- School Account
- User Admin
- Preferences
- Assign Counselors
- Manage Teacher List
- Single Sign-In Options
- NavAPI Options
- Data Import
- Data Export

Naviance Preferences

Application Flags
Application Flags allow you to track special characteristics about a college application such as legacy status. Naviance has some standard application flags already built in, but you may also add custom flags just for your school.

Application Milestones
Application milestones are specific steps in the application process that you can define for each application in Naviance. Once you define these steps, you can then use the "milestones" section of the Colleges tab in the Student Folder to update and monitor progress for each step. You can also use the "application manager" in the Home section to keep track of which steps have been completed.

Scholarship Milestones
Scholarship milestones are specific steps in the scholarship application process that you can define for tracking scholarship applications in Naviance. Once you define these steps, you can then use the "milestones" section of the Scholarships tab in the Student Folder to update and monitor progress for each step. You can also use the "scholarship manager" in the Home section to keep track of which steps have been completed.

eDocs
Adjust settings or opt-out of the Common Application integration.

Plan Milestones
Plan milestones are specific academic, career and college planning steps that each student in your school should complete from grade 9 through graduation. Once you define these steps, you can monitor and update a student's progress in the Plan section of the Student Folder.

3. Turn OFF both “Common App Integration” and “Update Active Applications List”

Setup

- My Account
- School Account
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- Manage Teacher List
- Single Sign-In Options
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eDocs Settings

Common App Integration:

Status: Common App integration is **ON**.

You are currently set up to track and send supporting documents for applications to Common App schools via **Naviance eDocs**.

Check box →

I want to turn off Common App integration and track and send documents to Common App colleges **directly in Common App**, not via Naviance eDocs.

Important: if you elect to turn off Common App integration, any forms and documents that have been sent to Common App from Naviance eDocs **will be deleted by Common App**. You will have to resubmit those forms and documents again directly in Common App.

[Turn Off Common App Integration](#)

Update Active Applications List:

Turn **ON** to automatically add colleges to students' active applications list from their Common App account.

Status: On [Turn Off](#)