

# Senior Guide to eDocs.....

How to send a transcript request, link your Common App to your Naviance Account, and request a Letter of Recommendation

# How to Request a Transcript

- ▶ Students will need to request all college transcripts (including NCAA) through Naviance. This allows counselors to send the transcript with an electronic trail AND it is received by the institution immediately.
- ▶ Student **MUST** give the counselor **THREE school** days notice to send a transcript. Many times there are different electronic forms we have to fill out in addition to just sending the transcript. If the student sends the request less than **THREE** school days before the deadline, the transcript may not be sent on time.

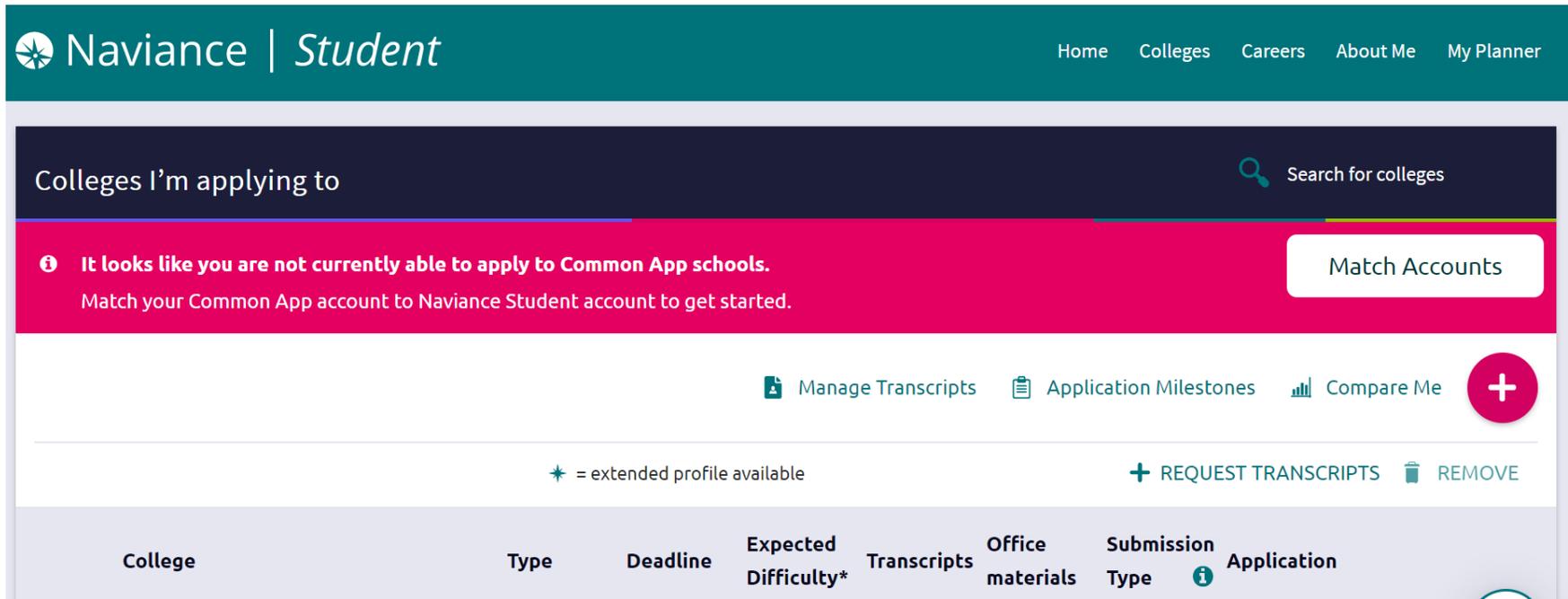
# Step 1

- ▶ Log into your Naviance account and click on “Colleges I’m Applying to” found under the “Colleges” tab

The screenshot shows the Naviance website interface. At the top, the navigation bar includes the Naviance logo, a 'Home' tab, and several menu items: 'Self-Discovery', 'Courses', 'Careers', 'Colleges' (which is highlighted with a blue underline), and 'Planner'. To the right of the 'Colleges' tab, there is a heart icon, a search box containing the text 'Demo', a user profile icon with the initials 'DB', and a language selector set to 'EN'. Below the navigation bar, the main content area is divided into four columns. The first column, titled 'College Home', contains links for 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Scattergrams', 'Advanced College Search', and 'College Lookup'. The second column, titled 'Research Colleges', contains links for 'Colleges I'm Thinking About', 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', and 'College Maps'. The third column, titled 'Apply to College', contains links for 'Colleges I'm Applying to', 'Manage Transcripts', 'Letters of Recommendation', and 'Test Scores'. A large green arrow points from the right towards the 'Colleges I'm Applying to' link. The fourth column, titled 'Scholarships & Money', contains links for 'College-Specific Scholarships', 'National Scholarship Search', 'Scholarship Search', and 'Favorite Scholarships'. Below the main content area, there is a section titled 'Career Essentials' with a blue button labeled 'Select Path' and a text prompt: 'Plan for life after high school and select the path that will lead to future success.' To the right of this section, there is a promotional banner for 'Connection' with the text: 'Connection with enhanced features, by Naviance Connection offers innovative, easy-to-use web' and a link for 'Additional Information from You'. At the bottom right, there is a section titled 'Tasks from My School'.

# Step 2

- ▶ Click on the PINK “+” sign located along the right side of the screen



The screenshot shows the Naviance Student interface. At the top left is the Naviance logo and the text "Naviance | Student". To the right are navigation links: Home, Colleges, Careers, About Me, and My Planner. Below the navigation bar is a dark blue header for "Colleges I'm applying to" with a search bar labeled "Search for colleges". A prominent pink notification bar contains the message: "It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started." To the right of this message is a white button labeled "Match Accounts". Below the notification bar are three menu items: "Manage Transcripts", "Application Milestones", and "Compare Me". A pink circular button with a white plus sign is located on the right side of the interface, with a large green arrow pointing to it from the right. Below these items is a legend: "\* = extended profile available" and "+ REQUEST TRANSCRIPTS" with a trash icon and "REMOVE". At the bottom is a table header with columns: College, Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, Submission Type, and Application.

# Step 3

- ▶ Type in the name of the college you are applying to

**STEP 1** — **STEP 2**

Add Application      Request Transcript

**Which college are you applying to?**

University of Cincinnati-Main Campus ✕

Colleges already in your application list would be unavailable for selection.

**App type** ▼

Rolling

---

**I'll submit my application** ▼

Via Common App

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I've submitted my application



# Step 4

- ▶ Choose application type you are submitting (this will vary based on different application deadlines at different schools)

STEP 1 — STEP 2  
Add Application — Request Transcript

**Which college are you applying to?**

University of Cincinnati-Main Campus ✕

Colleges already in your application list would be unavailable for selection.

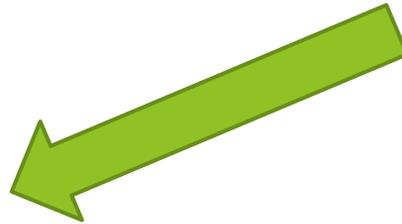
**App type**

Rolling ▾

- Rolling
- Regular Decision March 1
- Other June 1
- Priority December 1
- Other (Transfer) July 1
- Other (International) June 1

I've submitted my application

Add Application **ADD AND REQUEST TRANSCRIPT**



# Step 5

- ▶ Choose how you are submitting your application (this varies as some schools have different platforms you can choose to complete applications)

**STEP 1** — **STEP 2**

Add Application — Request Transcript

**Which college are you applying to?**

Xavier University, Cincinnati, OH ✕

Colleges already in your application list would be unavailable for selection.

**App Type**

Other - Recommended Application Deadline - Deadline De... ▾

**I'll submit my application**

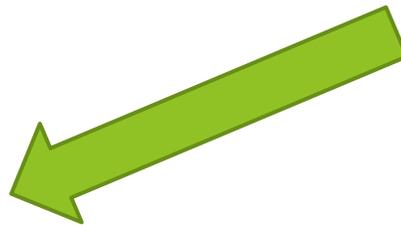
Via Common App ✓

Via Common App

Direct to the institution

I've submitted my application

Add Application **ADD AND REQUEST TRANSCRIPT**



# Step 6

- ▶ Click on the “Add and Request Transcript” button

STEP 1 — STEP 2  
Add Application — Request Transcript

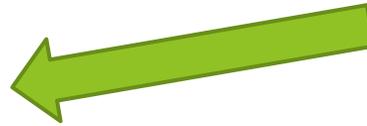
**Which college are you applying to?**  
University of Cincinnati-Main Campus ✕

Colleges already in your application list would be unavailable for selection.

**App type**  
Priority December 1 ▾

**I'll submit my application**  
Via Common App ▾  
Via Common App

I've submitted my application



# Step 7

- ▶ Click the transcript you are sending (all Fall transcripts are **INITIAL**) and click if you took the ACT, SAT or BOTH (these scores are automatically loaded onto your transcript).

STEP 2

Add Application Request 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?**

University of Cincinnati-Main Campus

# Step 8

- ▶ Click the “Request and Finish” button

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?

University of Cincinnati-Main Campus



Request and Finish



# How to Match/Connect Your Common Application to Your Naviance Account

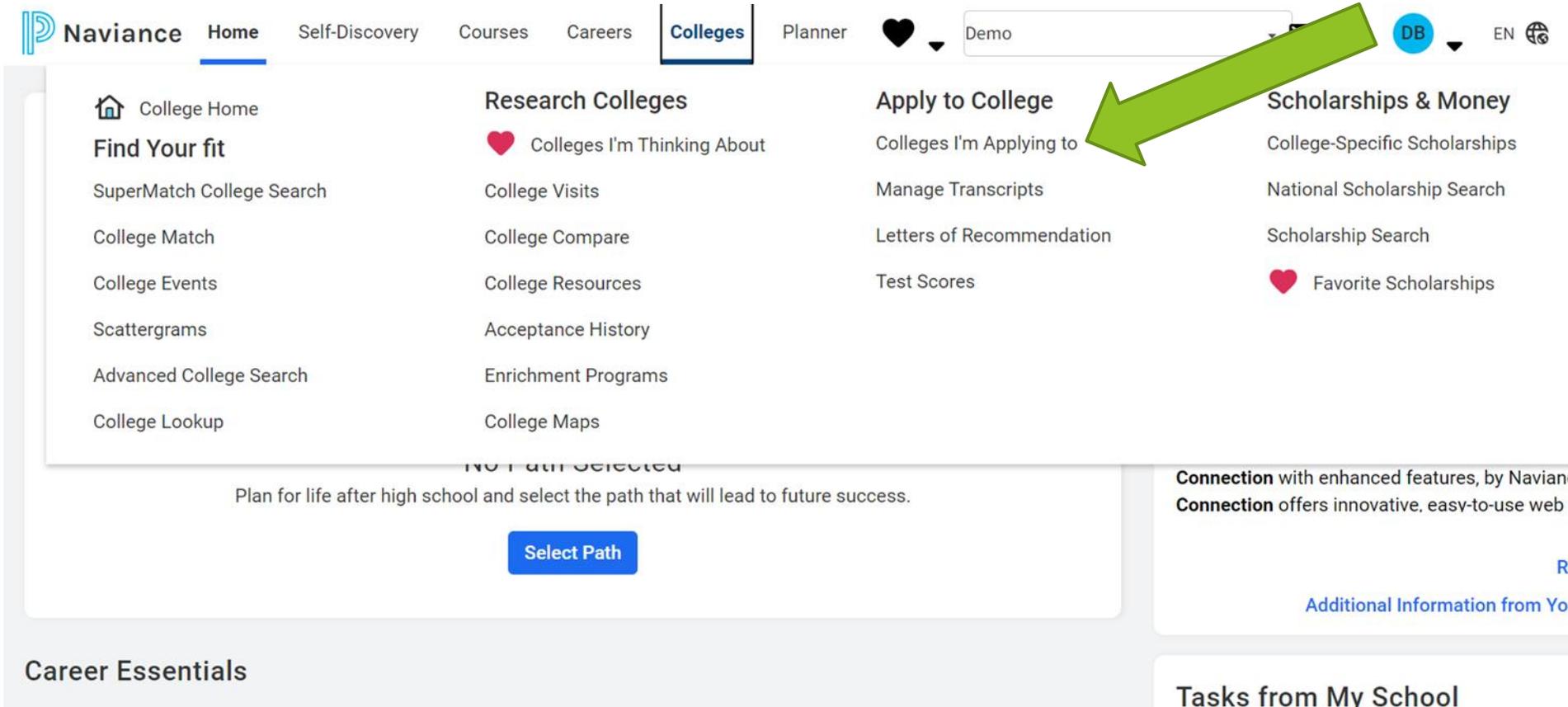
- ▶ Some schools use an application called the Common Application. This application allows you to only fill out one application for multiple schools. (Please note, you do still have to pay each individual school's application fee.)
- ▶ This can save time and frustration for students and allows them to manage their applications in one spot.
- ▶ Not all schools offer the Common Application as a choice and some schools may give you a choice of the Common Application or the school's own application (direct to the institution).
- ▶ You only have to do this step **IF YOU ARE USING THE COMMON APP!!!!**

# TIPS

- ▶ The Common App Match will only work once you have
  - ▶ Created a Common App account
  - ▶ Added at least one college to your Common App
  - ▶ Completed the “**Education**” section and the “**FERPA**” section completed on your Common Application
- ▶ Counselors **CANNOT** send transcripts for Common Application until you have matched the two accounts.
- ▶ You only have to do this step **IF YOU ARE USING THE COMMON APP!!!!** If you are applying using a college’s own application, you do **NOT** have to Match anything.....you can go straight to the “Requesting a Transcript” section

# Step 1

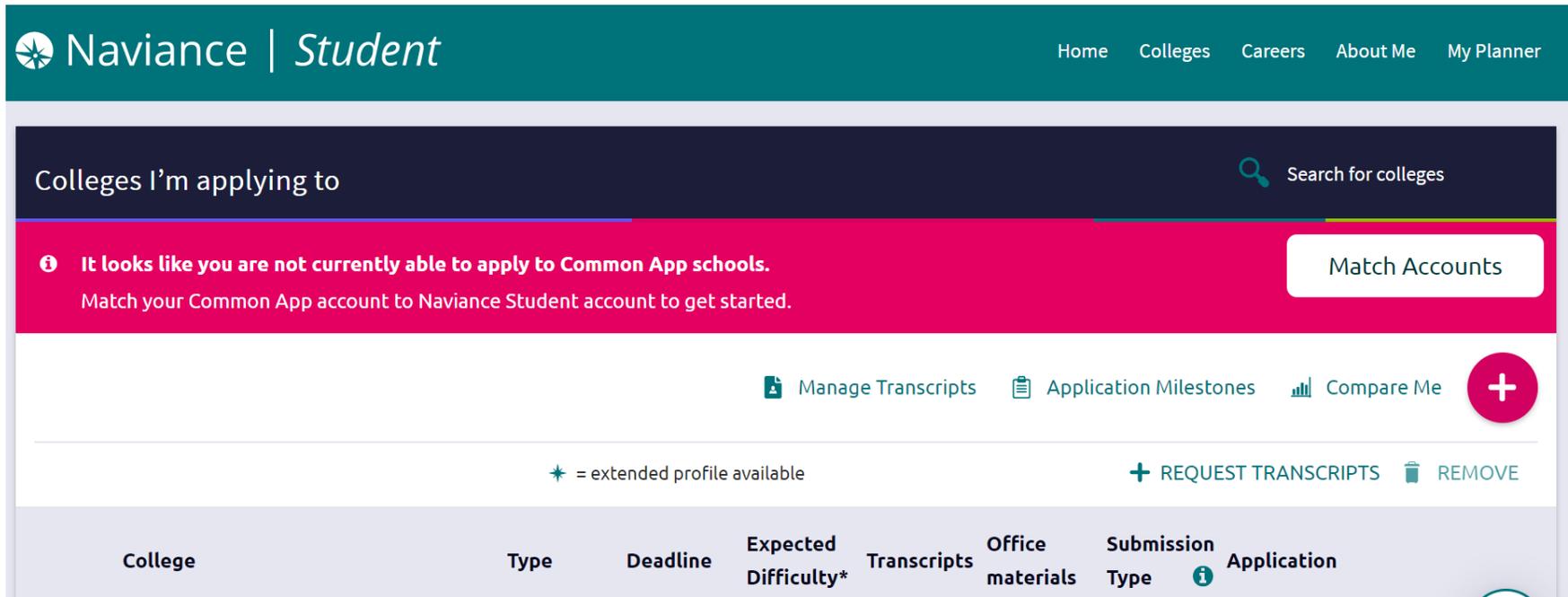
- ▶ Log into your Naviance account and click on “Colleges I’m Applying to” found under the “Colleges” tab



The screenshot displays the Naviance website interface. At the top, the navigation bar includes the Naviance logo, a home icon, and tabs for Home, Self-Discovery, Courses, Careers, Colleges (which is highlighted with a blue underline), and Planner. To the right of the navigation bar, there is a heart icon, a search box containing the text 'Demo', a user profile icon with the initials 'DB', and a language selector set to 'EN'. Below the navigation bar, the main content area is divided into four columns. The first column, titled 'College Home', contains links for 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Scattergrams', 'Advanced College Search', and 'College Lookup'. The second column, titled 'Research Colleges', contains links for 'Colleges I'm Thinking About', 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', and 'College Maps'. The third column, titled 'Apply to College', contains links for 'Colleges I'm Applying to' (highlighted with a green arrow), 'Manage Transcripts', 'Letters of Recommendation', and 'Test Scores'. The fourth column, titled 'Scholarships & Money', contains links for 'College-Specific Scholarships', 'National Scholarship Search', 'Scholarship Search', and 'Favorite Scholarships'. Below the main content area, there is a section titled 'Career Essentials' with a blue button labeled 'Select Path' and a text prompt: 'Plan for life after high school and select the path that will lead to future success.' To the right of this section, there is a promotional banner for 'Connection' with the text: 'Connection with enhanced features, by Naviance offers innovative, easy-to-use web...'. At the bottom right, there is a section titled 'Tasks from My School'.

# Step 2

- ▶ Click on the “Match Accounts” button located along the right side of the screen



The screenshot shows the Naviance Student dashboard. At the top, there is a teal header with the Naviance logo and the text "Naviance | Student". To the right of the header are navigation links: Home, Colleges, Careers, About Me, and My Planner. Below the header is a dark blue section titled "Colleges I'm applying to" with a search bar on the right that says "Search for colleges". A prominent pink banner contains the message: "It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started." On the right side of this banner is a white button with the text "Match Accounts". Below the banner are several utility links: "Manage Transcripts", "Application Milestones", "Compare Me", and a red circular button with a white plus sign. At the bottom of the banner area, there is a legend: "\* = extended profile available" and two buttons: "+ REQUEST TRANSCRIPTS" and "REMOVE". Below the banner is a table header with the following columns: College, Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, Submission Type, and Application. A green arrow points from the right side of the screen towards the "Match Accounts" button.

# Step 3

- ▶ Enter the email address you used for the COMMON APP, your date of birth and click on the “Match Accounts” button

## Get Started with Common App

- Create a Common App account on [Common App Online](#) 
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#) 

## Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

**Common App Email Address**

**Date of Birth**

Match Accounts

[I don't need this](#)

## TIPS

These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.



# How to Request a Letter of Recommendation

- ▶ Ask the teacher, counselor, and/or coach ***IN PERSON*** whether they would mind writing a letter of recommendation for you, before you continue with the process. (at least TWO weeks before deadline!!!!)
- ▶ Assuming he/she says yes, please provide them with your resume so they can best represent you in the letter.

# Step 1

- ▶ Log into your Naviance account and click on “Colleges I’m Applying to” found under the “Colleges” tab

The screenshot shows the Naviance website interface. At the top, the Naviance logo is on the left, followed by navigation tabs: Home, Self-Discovery, Courses, Careers, Colleges (highlighted with a blue underline), and Planner. To the right of the Planner tab is a heart icon, a dropdown menu with 'Demo' selected, a blue circle with 'DB', and 'EN' with a globe icon. Below the navigation bar, the main content area is divided into four columns:

- College Home**: Includes 'Find Your fit', SuperMatch College Search, College Match, College Events, Scattergrams, Advanced College Search, and College Lookup.
- Research Colleges**: Includes 'Colleges I'm Thinking About' (with a heart icon), College Visits, College Compare, College Resources, Acceptance History, Enrichment Programs, and College Maps.
- Apply to College**: Includes 'Colleges I'm Applying to' (with a heart icon and a green arrow pointing to it), Manage Transcripts, Letters of Recommendation, and Test Scores.
- Scholarships & Money**: Includes College-Specific Scholarships, National Scholarship Search, Scholarship Search, and Favorite Scholarships (with a heart icon).

Below the main content area, there is a section titled 'NO Path Selected' with the text 'Plan for life after high school and select the path that will lead to future success.' and a blue 'Select Path' button. To the right, there is a section titled 'Connection' with the text 'Connection with enhanced features, by Naviance Connection offers innovative, easy-to-use web' and a blue link 'Additional Information from You'. At the bottom left, there is a section titled 'Career Essentials' and at the bottom right, a section titled 'Tasks from My School'.

# Step 2

- ▶ Click “Letters of Recommendation section” located at the bottom of the page

**It looks like you are not currently able to apply to Common App schools.**  
Match your Common App account to Naviance Student account to get started. Match Accounts

Manage Transcripts Application Milestones Compare Me +

\* = extended profile available + REQUEST TRANSCRIPTS REMOVE

College that I'm attending:

N/A ▼ 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 

# Step 3

► Click “Add Request”

The screenshot shows a web application interface. At the top is a teal navigation bar with a logo on the left and links for HOME, Colleges, Careers, About Me, and My Planner on the right. Below the navigation bar, the page title is "Letters of recommendation" and the sub-section is "Your Requests". A descriptive text says, "You can request new letters of recommendation and track the most recent status of your requests here." A large green arrow points from the text "Click 'Add Request'" to a teal "Add Request" button located to the right of the text. Below this is a table with the following columns: "Recommendation For", "Deadline", "Recommender(s)", "Status", and "Cancel Request". The table contains one row of data with three entries under "Recommender(s)" and three "Cancelled" entries under "Status", each with a corresponding "X" in the "Cancel Request" column. Below the table is another teal "Add Request" button.

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

[Add Request](#)

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
All Applications ⓘ	See applications	Carol Becker Jenny Barker Jenny Barker	Cancelled Cancelled Cancelled	X X X

[Add Request](#)

# Step 4

- ▶ Select teacher name, colleges you want that teacher to send letter to, and any personal notes you want to send the teacher.....this does NOT substitute a resume. You need to still give the teacher some form of a resume to help them write the letter.

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

Select A Teacher 

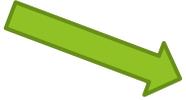


2. Select which colleges this request is for:\*

- All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

- Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Harvard College 2 required / 3 allowed / 0 requested	Jan 01 2021
<input type="checkbox"/>	Ohio State University-Main Campus 0 required / 1 allowed / 0 requested	Feb 01 2021



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



3000 characters remaining

# Step 5

## ► Click “Submit Request”

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

Select A Teacher

2. Select which colleges this request is for:\*

All current and future colleges I add to my *Colleges I'm Applying To* list   
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Harvard College 2 required / 3 allowed / 0 requested	Jan 01 2021
<input type="checkbox"/>	Ohio State University-Main Campus 0 required / 1 allowed / 0 requested	Feb 01 2021

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

3000 characters remaining



## MATCHING YOUR COMMON APP WITH NAVIANCE/FAMILY CONNECTIONS

- 1) Go to [www.commonapp.org](http://www.commonapp.org)
- 2) Create a Common App account by clicking on "Apply Now"(if you already have one, click on "Apply Now" and log in)
- 3) Complete the Initial Common App tasks
  - a. Complete the **current or most recent school** segment of the **education section** located under the "Common App" tab
  - b. Add at least one college to your **My Colleges** list by searching for colleges & universities under the "College Search" tab
  - c. Read & sign the FERPA Release Authorization under the "Recommenders and FERPA" section of the **My Colleges** tab
    - i. Click on "Release Authorization" under the FERPA Release Authorization section and fill out the release form
- 4) Complete the account matching process on your **Family Connection** by OPENING UP A SEPARATE BROWSER AND GOING TO THE FAMILY CONNECTION/NAVIANCE LOG IN PAGE
  - a. Log onto Naviance: **Family Connection**
    - i. Username: [firstname.lastname@mywildcats.org](mailto:firstname.lastname@mywildcats.org)
    - ii. Password:   (uppercase)first initial(lowercase)last initial and lunch #
  - b. Click on "Colleges I'm Applying to" link
  - c. Click on "Match Accounts"
  - d. Enter email address you used for Common App and your date of Birth
  - e. Click on "Match" to complete the process

## COMPLETING A TRANSCRIPT REQUEST

- 1) Log onto Naviance: **Family Connections**
- 2) Click on "Colleges I'm Applying to"
- 3) Click on the pink "+" sign on the right side of the screen
- 4) Type in the college you are applying to
  - a. Choose "App Type"
  - b. Choose "I'll submit my Application" choice
- 5) Click "Add and Request Transcript"
  - a. Choose "What type of transcript are you requesting" (Fall applications are "Initial")
- 6) Click "Request and Finish"

## REQUESTING A LETTER OF RECOMMENDATION VIA NAVIANCE

1. Ask the teacher, counselor, and/or coach *IN PERSON* whether they would mind writing a letter of recommendation for you, before you continue with the process. (at least TWO weeks before deadline!!!!)
2. Assuming he/she says yes, please provide them with your resume so they can best represent you in the letter.
3. NAVIANCE STEPS:
  - a. Log into Naviance: Family Connection
  - b. Click "Colleges I'm Applying to"
  - c. Click "Letters of Recommendation", located on the bottom of the page
  - d. Click "Add Request"
  - e. Choose teacher you want to write recommendation
  - f. Select which colleges you want the recommendation sent
  - g. Don't forget to add any additional notes: thank you's are nice, information about the program you are applying for, and/or any extra information your teacher should know about you.
  - h. Click "Submit Request" at the bottom of the screen.
  - i. Your teacher will receive an email with your request and will upload your letter to Naviance.