

# 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 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.
- ▶ You only have to do this step IF YOU ARE USING THE COMMON APP!!!!

# Step 1

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

Naviance | *Student* Home Colleges Careers About Me My Planner

Welcome, Sam!

Search for Colleges  SEARCH

### Welcome to Family Connection, Seniors!

The mission statement of the School Counseling Office at **William Henry Harrison High School** is to ensure that upon graduation from Southwest Local School District, all students will have successfully achieved their individual K-12 academic, career, and social goals and be productive members of society. This closely aligns with the Southwest Local School District

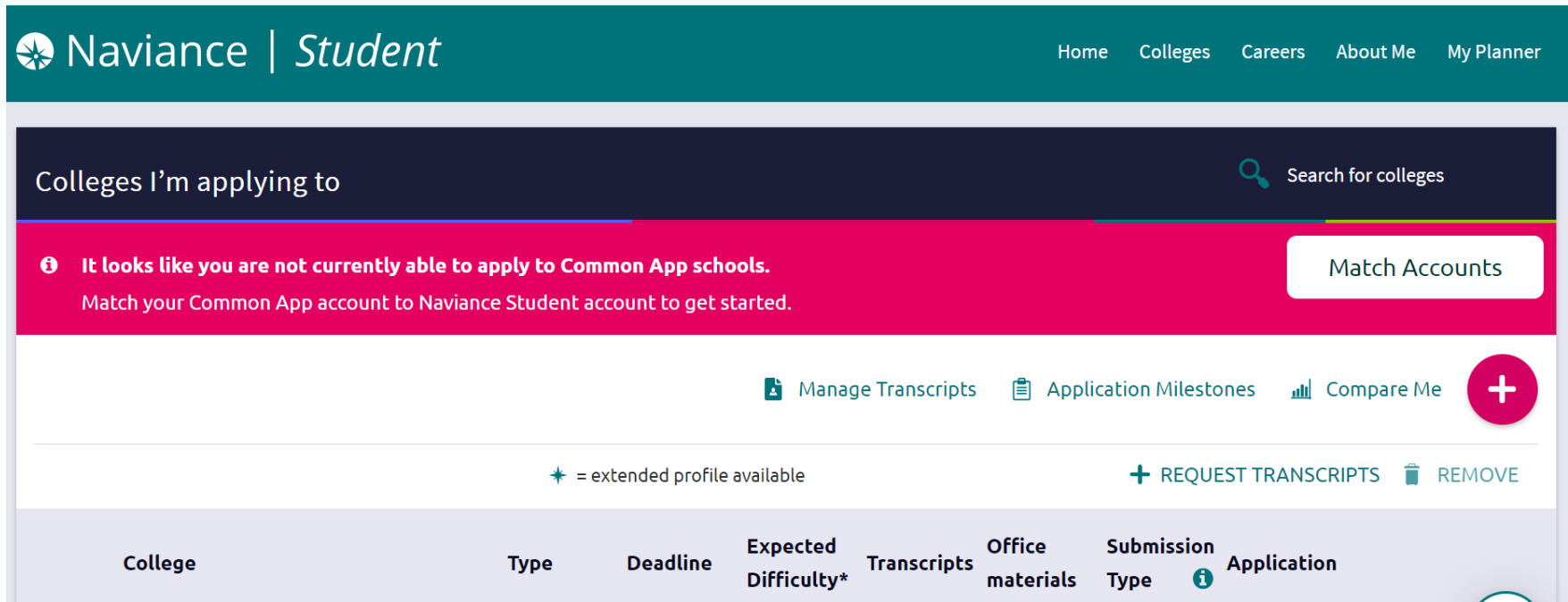
### My Favorites

- COLLEGES I'm thinking about
- COLLEGES I'm applying to

Show Me How

# 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 word "Student". Navigation links for "Home", "Colleges", "Careers", "About Me", and "My Planner" are visible. Below the header, the main content area is titled "Colleges I'm applying to" and includes a search bar. A prominent pink banner contains a 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." A white "Match Accounts" button is positioned on the right side of this banner, with a large green arrow pointing to it from the right. Below the banner, there are several utility links: "Manage Transcripts", "Application Milestones", "Compare Me", and a red circular button with a white plus sign. A legend indicates that a star icon means "extended profile available". At the bottom, there are buttons for "REQUEST TRANSCRIPTS" and "REMOVE". The bottom of the page shows the beginning of a table with columns for "College", "Type", "Deadline", "Expected Difficulty\*", "Transcripts", "Office materials", "Submission Type", and "Application".

# 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.



# TIPS

- ▶ The Common App Match will only work once you have 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

# 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

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**My Favorites**

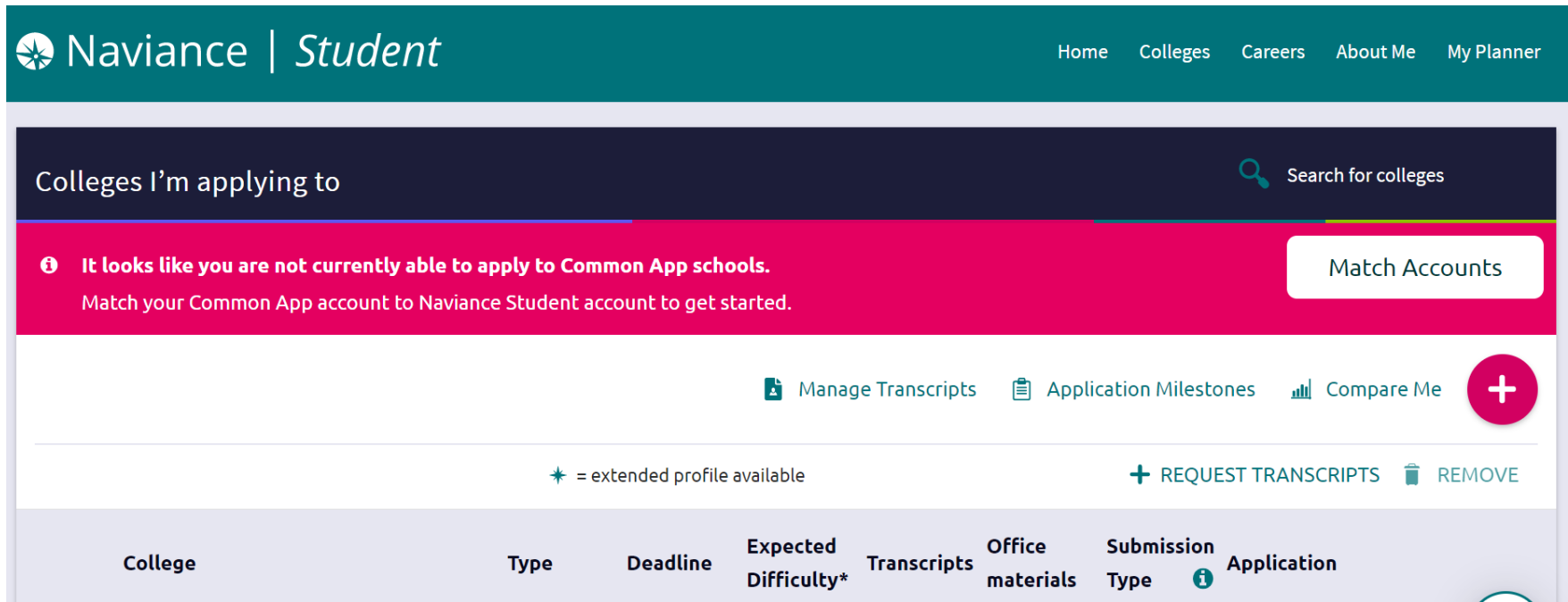
- COLLEGES I'm thinking about
- COLLEGES I'm applying to

Show Me How



# 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, 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." To the right of this banner is a white button labeled "Match Accounts". Below the banner, there are three icons with labels: "Manage Transcripts", "Application Milestones", and "Compare Me". To the right of these icons is a pink circular button with a white plus sign. A large green arrow points from the right side of the screen towards this pink plus sign button. Below the icons, there is a legend: "\* = extended profile available" and two buttons: "+ REQUEST TRANSCRIPTS" and "REMOVE". At the bottom, a table header is visible 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 ▾

---

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.

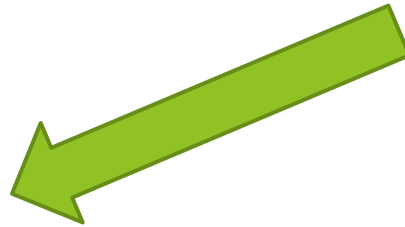
**App type**

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?**

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

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 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 on the home screen

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**My Favorites**

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# 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 message states: "You can request new letters of recommendation and track the most recent status of your requests here." A green arrow points to a teal "Add Request" button. Below this is a table with the following columns: "Recommendation For", "Deadline", "Recommender(s)", "Status", and "Cancel Request". The table contains one row with the following data: "All Applications" (with an info icon), "See applications", "Carol Becker", "Jenny Barker", and "Jenny Barker". The "Status" column for this row contains three entries, all labeled "Cancelled". To the right of each "Cancelled" entry is a red "X" icon. Below the table is another teal "Add Request" button.

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

# 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.