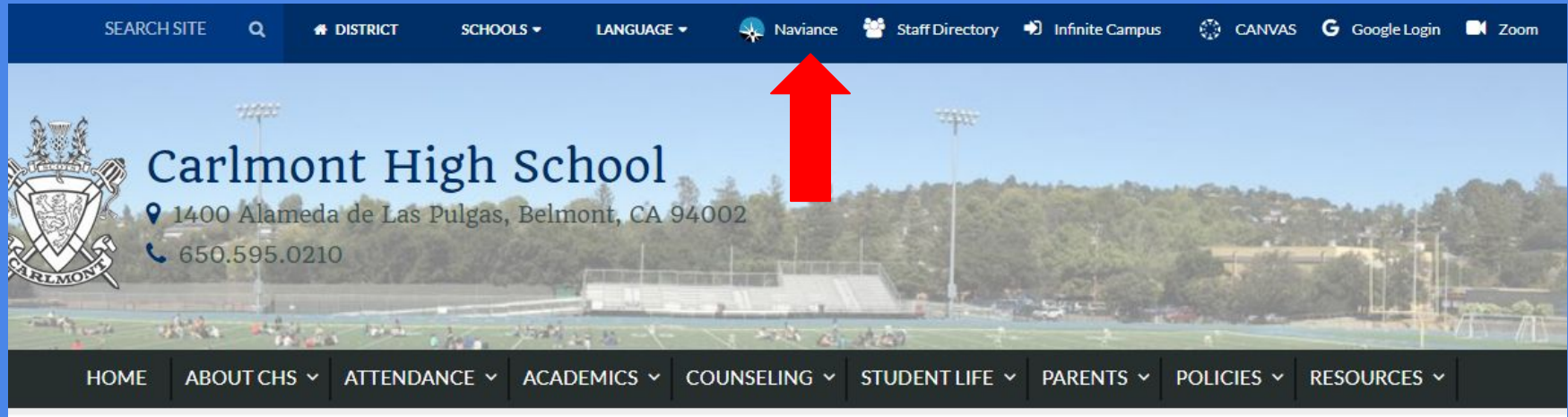# Adding Colleges to Naviance

All the colleges you are applying to must be listed in Naviance. These instructions would be referring to your applications to community college, UC, CSU, Coalition, and direct to institution.

Steps to Log into Naviance

- Log into your SEQ email
- Go to the Carlmont website (www.carlmonths.org)
- Click on Naviance
- Enter your SEQ email address
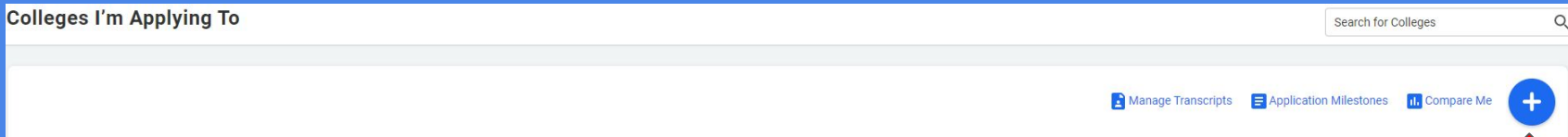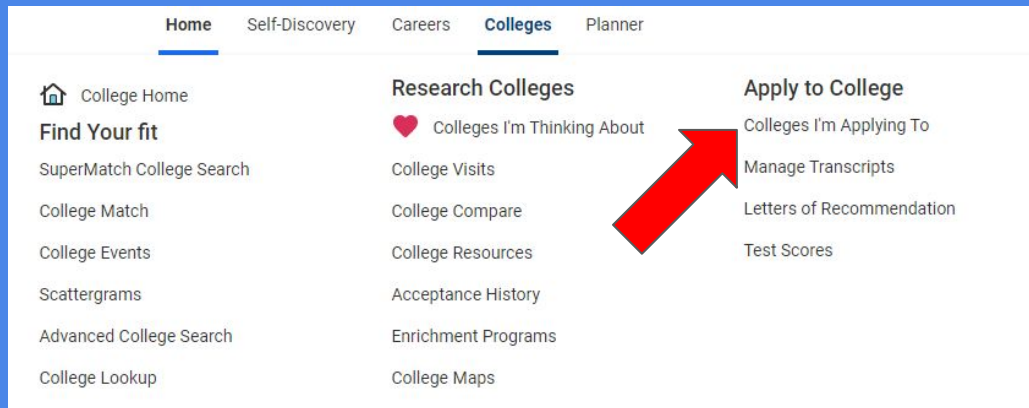- You will be directed to the Naviance home page

Add all Non Common App applications

From the Naviance home page

Click on Colleges I'm applying to

| Home | Self-Discovery | Careers | **Colleges** | Planner |

Find Your fit
College Home

SuperMatch College Search

College Match

College Events

Scattergrams

Advanced College Search

College Lookup

Research Colleges
Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College
Colleges I'm Applying To

Manage Transcripts

Letters of Recommendation

Test Scores

Colleges I'm Applying To

Search for Colleges

Manage Transcripts   Application Milestones   Compare Me   +

Click on the PLUS sign

Naviance | *Student*

✕ Cancel

STEP 1 ─── **STEP 2**

Add Application   Request Transcript

Which college are you applying to?

[▼]

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

App type

Regular Decision

I'll submit my application

☐ I've submitted my application

[Add Application]   [ADD AND REQUEST TRANSCRIPT]

Type the college name to add to your list.

Use the pull down when your college appears.

Naviance will recognize full name of colleges for example: University of California

Naviance | *Student*

App Type

This section is very important

This date informs teachers and counselors of your deadlines.

Some colleges give you many deadline choices, while others only have one.

✕ Cancel

STEP 1
Add Application

STEP 2
Request Transcript

Which college are you applying to?

The University of Texas at Austin ✕

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

App type

Regular Decision December 1 ⌄

I'll submit my application

Direct to the institution ⌄

☐ I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

Naviance | *Student*

✕ Cancel

STEP 1 ———— STEP 2

Add Application   Request Transcript

Which college are you applying to?

The University of Texas at Austin   ✕

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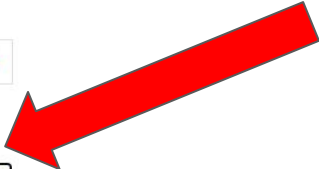
App type

Regular Decision December 1   ⌄

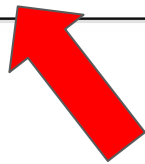**I'll submit my application**

Direct to the institution   ⌄

☐ I've submitted my application

[Add Application]   [ADD AND REQUEST TRANSCRIPT]

In this section indicate which application you will use. It will either be Common App or Direct to the institution.

If applying to UCs, Community College, CSUs indicate Direct to the Institution.

If applying to the college directly from their website, indicate Direct to the Institution.

If you are using the Coalition Application, indicate Direct to Institution.

Click on

Add Application

The option to Add and Request Transcript will not be used at this point.

✦ Naviance | *Student*

✕ Cancel

STEP 1 — STEP 2

Add Application   Request Transcript

Which college are you applying to?

The University of Texas at Austin   ✕

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

App type

Regular Decision December 1   ⌄

I'll submit my application

Direct to the institution   ⌄

☐ I've submitted my application

Add Application   ADD AND REQUEST TRANSCRIPT

After adding the college - this is what your Colleges I'm Applying To page will look like

Name of College   Deadline type   Deadline   Transcript Request   Direct to Institution or Common App

	Name of College	Deadline type	Deadline		Transcript Request		Direct			
☐	The University of Texas at Austin	RD	Regular Decision	December 1	N/A	no request	Pending	🖥	Unknown ▾	✏ EDIT	MORE ⋮
	Pennsylvania State University-Main Campus	EA	Early Action	November 1	N/A	no request	Initial materials submitted	CA	Unknown ▾		MORE ⋮

Very Important: Deadline must be correct in Naviance - counselors and teachers will depend on the deadline listed.

✓ **Your Common App account has been matched.**
  Your FERPA status is waived. You're ready to apply to colleges using Common App.

Manage Transcripts   Compare M

✴ = extended profile available

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ℹ	Application	
Boston College	RD	Override January 1	N/A	no request	Pending	CA	Unknown ⌄	MORE
✴ Boston University	RD	Regular Decision January 4	N/A	no request	Pending	CA	Unknown ⌄	MORE
✴ Brown University	RD	Regular Decision January 5	N/A	no request	Pending	CA	Unknown ⌄	MORE

For Common App Schools

After you Match your Common App to Naviance,
the college list will automatically upload to Naviance.

If you have not matched your account, view this slide show.

Matching Naviance to your Common App

Questions?? Ask your counselor or Ms. Pratap
in your College & Career Center
ppratap@seq.org