Naviance student FAQ sheet

How do I log on?

- www.clearviewregional.edu
- Go to High School
- Click on Guidance
- Click NAVIANCE under Links
- If you are a new user you should get your personal registration code from your guidance counselor.
- Returning users must simply enter the email address they registered and the password they selected. If you forgot your password just click for help on the log in page and Naviance will email it to you.
- Once you log in be sure to check your inbox for important new messages from the guidance office. These messages contain important announcements regarding college visits and fairs, SAT/ACT registration deadlines and even scholarship announcements!

Where do I start?

- A great place to start the college search process is on Naviance under the "About College" section.
- Click college search and narrow down the matches by type, location, students, admission, athletics, majors, costs and special programs.
- Once this is complete you will be able to view schools that match everything you are looking for.
- Review your matches by looking at the specific web-sites, contacting the admission offices, and visiting the schools you are thinking about applying to! If visiting the campus is a problem, visit www.youniversity.tv this site provides video tours of schools across the country.
- Remember that various admission representatives will be visiting Clearview in the fall. Check the college visit schedule.

How do I sign up for college visits?

- One the left hand (green) side of your Naviance main page click visit schedule
- This schedule lists all schools that are coming to Clearview and the date/time they will be here
- To sign up simply click "sign up"
- You will receive a pass in homeroom the day of the visit

How do I request a transcript?

- On the sidebar to the left you will see "About College" the last option under that is transcripts

  Request transcripts for my college applications

- Once you click on transcripts you will have three options:

  Request transcripts for scholarships or athletics

- If you are doing a college application, please be sure to click the first option.

  View the status of all my transcript requests

- When requesting transcripts you will be able to request more than one at a time. Before you do this, find the application deadline for the college or university you will be applying to – we need this in order to process the request. You will log the application deadline under the drop down menu "type". Remember, Early Decision is a binding application process!!!
- To enter a college you must click "lookup" – This will allow you to search colleges by name and insert them into your transcript request.
- Once you have entered in the college and the deadline you should click request transcripts.
- You can go back and do this more than once so if you aren't sure about all of the schools you will be applying to it is OK!
- Once we receive the request we will print the transcripts in the guidance office and combine it with the other paperwork to be sent to the college/university and your application will be complete and on its way.

How do I get letters of recommendation?

- First, think about the teachers/coaches/employers/counselors etc. who you will be asking to write recommendations.
- Pick up a letter of recommendation form in the guidance office so you can fill it out and give it to the recommendation writer. This will give them a better picture of who you are!
- It is very important to allow those writing the letters ample time to do so. Do not ask for a letter on the due date or even just a week before the due date – there are a lot of letters to write so please allow time for making your letter just right!
- Lastly, remember to formally ask someone to write the letter for you. Do not just hand them your resume and say "I need this by Friday" – doing so will not evoke the best letter of recommendation.
- Remember to keep all letters of recommendation on hand in the guidance office so they can be sent out with your complete application packet.