

## Using Naviance Student in the College Application Process

### **The following tasks MUST be completed online through Naviance Student:**

1. Request for transcripts to be sent to the colleges to which you are applying. Counselor letters of recommendation will automatically be sent when you request a transcript.
2. Request teacher recommendations.
3. Create a Common Application account, fill out the Family Educational Rights and Privacy Act (FERPA) waiver, and match your Common Application and Naviance Student accounts.

### **How to log into Naviance Student**

**Step 1:** Go to the [Richard Montgomery webpage](#).

**Step 2:** Click on the [Counseling Tab](#) at the top of the page.

**Step 3:** Click on the [“Naviance Student”](#) link on the right-hand side under the Naviance tab.

### **How to Request a Transcript through Naviance Student:**

**Step 1:** Once logged into Naviance Student, click on the “Colleges” Tab at the top of the page

**Step 2:** Click on the “Colleges I’m Thinking About” link under Research Colleges.

*If all of the colleges you are applying to appear on this list, continue to Step 6. If not, continue to Step 3.*

**Step 3:** To add colleges to this list, click on the “Add Colleges to List” link on the upper left-hand side.

**Step 4:** Look up the colleges you are interested in and check the box on the left-hand side next to each to select.

**Step 5:** Once done searching, click:  to add all selections to your “Colleges I’m Thinking About” list.

**Step 6:** Check the box next to each college you are applying to from the “Colleges I’m Thinking About” list.

**Step 7:** Once selected, click on the “Move to Application List” button.

**Step 8:** Select the appropriate application deadline and application type from the drop-down menus and click “Add Applications.”

*After Step 8, you can check the status of your transcript requests by clicking on the “Colleges” tab and then “Colleges I’m Applying To” under Apply to College*

