

Naviance and the College Transcript Process –



What You Need to Know

Log in to Naviance - <http://connection.naviance.com/brunswickhi>

- Username: Student ID #
- Password: Student ID #

Update your email address:

- About Me Tab → Under “Official Things” click “Profile” → Click the Pencil & Update

Complete the Recommendation Brag Sheet for your counselor and teachers:

- **About Me Tab** → on left side under “Surveys to take” → “**Recommendation Brag Sheet**”
- You may visit this survey as many times as needed to complete it. Click “Update” each time.
- Counselors & Teachers do not get a notification of updates, so you may want to let them know.

Sign up for College Visits:

- **Colleges Tab** → Under “**My Colleges**” on the right side click “**View all upcoming college visits**”. This is updated frequently, so check it often.
- Note dates & times in case you are not in the building sometimes.
- You must sign up no later than 24 hours in advance.
- Click “**sign up**” & then “**sign me up**” on the next page. You will be called through Connections to attend this college session or a pass will be sent to you to attend this session outside of the Connections block. You can return to this page to remove yourself from the list if you'd like.

Access Scholarship Information

- There are scholarship resources in the **Colleges Tab** in the “**scholarships & money**” box.
- Also, check out the BHS website (<https://education.fcps.org/bhs/>) for special programs, internship opportunities and College Open House announcements

Request Transcripts

- If you are using the **Common App**, you must complete the **FERPA Waiver** and then match your accounts.
 - **Colleges Tab** → **Colleges I'm Applying To** → **Add To This List**

Note that colleges will automatically be added from your Common App account once it is matched.

- For each additional school, lookup College, choose Application Type, check Request under Transcript and click
 - “Add Colleges.” The NCCA is also listed as a college and should be requested this way.
 - Respond to the prompt on the next page about the option you chose to apply - Common App, Directly, etc...
 - Please update later with any additional information you have by clicking the pencil in your list to edit.

- Counselor recommendations will automatically be included with the transcript unless you tell your counselor not to.
- **Scholarship Transcript Requests: Colleges Tab** → **Transcripts** (on the left hand side) →
 - Request transcripts for scholarships or athletics. Enter special instructions in the note section, i.e.: “please email transcript to (include email address)” or “please include counselor recommendation”.

Request Teacher Recommendations

- See your teacher in person and ask them if they will write your letter of recommendation and if they would like you to complete a separate BRAG sheet for them.
- **Colleges Tab** → **“Letters of Recommendation”** link → Click **“Add Request”** button →
 - From here, you will select specific teachers to send to specific schools → Select teacher from dropdown menu and choose which colleges you will assign to that teacher (**always select the “choose specific colleges” button even if you’d like their recommendation to go to all schools**). → Enter “optional” note - thank your teacher for writing the recommendation. → Click the **“SAVE”** button. **NOTE:** pay close attention to the maximum number of recommendations each college will accept. Naviance will not allow you to request more than the max number.