A Senior's Guide to NAVIANCE
Plano East Senior High School

To Get Started:

1. Login at: http://succeed.Naviance.com/planoeast
   - **Account**: planoeast
   - **Username**: your planoisd username
   - **Password**: your planoisd ID number
2. Go to the **About Me** tab. Under "Official Things", click on **Profile**. Please check your information and **add your email address**. Click on the pencil twice to confirm. This email address will be used to update you on colleges visiting Plano East.

Naviance Highlights:

Naviance can help you find a college, career or major. Below are reminders of the tools available to you:

On the left side of the screen:

- **Fastweb** is a great service for scholarships and can help link you to several national scholarships that you never knew you were qualified to receive.
- **PISD University Ready** is our webpage designed to help you in your college and financial aid search.
- **School Website** will allow you to go to your school's webpage and find valuable information about courses, teachers, and other helpful resources.
- **College Board SAT** and **ACT** are the two links that will allow you to go directly to the SAT or ACT websites to learn the testing dates, locations, and allow you to register for the next test. You can also use this link to find out your scores and request that they are sent to colleges.
- **Apply Texas** and **Common Application** are the two main college application sites you will need to enroll for colleges during your senior year. Once you determine the application that your colleges of choice prefer, use these links to set up a username and password and save your application to be sent out as you need them. ***It is strongly advised to be aware of these your Junior year and complete the applications as soon as they are open the summer between Junior and Senior year.**
- **Reality Check** is a helpful website about career choices and their financial implications.
- **NCAA** is a direct link to enrollment on the NCAA website for all students interested in playing college sports for a college team.

Naviance Feature	Description	How to Access
Resume	*Record your high school activities, awards, volunteer experiences, etc. *Rearrange your information into multiple printable versions of your resume to present to potential employers and colleges.	1. Click on the **About Me** tab. 2. Click on the *Resume* hyperlink under **Interesting Things About Me** section.
College Searches	*Set search criteria to yield a list of colleges to explore. Save your search to access/modify. *Click on various tabs of individual college profiles to learn more about financial aid, majors, degrees, and campus life. *Add colleges you are interested in to your **My Colleges** list.	1. Click on the **Colleges** tab at the top of the page. 2. Go to any link under **College Research** if you are seeking ideas about colleges to consider based on your interests, locations, or funding.
Personality Survey	*Completion of the assessment will generate a report that will provide you with important information about your personality characteristics. You will learn about careers matched to you, your personal strengths, how you negotiate your daily life, and a host of other useful information.	1. Click on the **About Me** tab. 2. Click on the **Personality Type** hyperlink under **Interesting Things About Me** section.
Career Interest Profiler	*A career interest survey. Use the results to explore suggested occupations; examine the education, training, and skills required, as well as wages typical for these occupations. *The information is also useful when exploring possible college majors.	1. Click on the **Careers** tab. 2. Click the **Career Interest Profiler** hyperlink under What Are My Interest? section.
Adding Colleges to your List	*After using your specific search criteria to explore colleges that may fit your needs, you may have other colleges in mind based on family history, personal preferences, or scholarship opportunities. You can always add these colleges to your list.	1. Add more colleges to your college list by clicking the link under **My Colleges** called "Colleges I'm Thinking About". 2. Click the "Add colleges to this list" link and search the alphabetical directory of options to add one or several choices.
Test Scores	*All tests taken throughout high school will be uploaded to Naviance so you can see your scores at any time	1. Click on the **Careers** tab. 2. Look on left side and click **Test Scores** link.
Scholarships	*Once your personal information is completed in the **About Me** tab and your college interests are searched, you are ready to look for scholarships. *Local and national scholarship opportunities are posted to give you the maximum options.	1. Click under the **Careers** tab. 2. Look in the **Scholarship and Money** section at the bottom. -**Scholarship Match** will give results the more information you include in **About Me** and your college preferences - **Scholarship List** is a list of current and upcoming local scholarships that may match you -**Scholarship Applications** are available for you to complete online -**National Scholarship Search** gives you opportunities for scholarships on a national level

Applying to College

1. Make sure the colleges that you are applying to are listed under the **Colleges I'm Applying To** section. To be sure, go to the **Colleges** tab, click **Colleges I'm Applying To** and verify your list. To add a school, search for it using the **+Add Colleges To This List** button.
2. Choose the type of deadline that you will be using for each college – ED for Early Decision, EA for Early Application, or RA for Regular Admission. By choosing one, you will automatically see the due date for the application.
3. Note the method for sending each application. A box with CA in it means that the college accepts the **Common Application** and a student must be registered with Common Application and have an ID with them in order to submit materials through Naviance. A blank box means that the application is sent electronically. The student may be using Apply Texas (the link is on the home page) or another means as dictated by the university to apply. Finally, those colleges that require all application materials to be mailed will be indicated by a postage stamp.
4. If you are applying to a school that requires the Common Application, it is imperative that you create an account and match your information through Naviance.

5. **Transcript Requests**
   a. All students will be charged a fee of $5 for transcripts. Check to see if you have paid this fee online during registration. If not, you will need to pay at the registrar's office before you can request a transcript.
   b. A student **must** request the transcript through Naviance. Go to the **Colleges** tab and select the **Transcripts** link on the left side. There are 3 options: Request transcripts for my college applications (including NCAA), Request transcripts for scholarships or athletics, or View status of all transcripts. Click one of the first two options to request transcripts
   c. Your transcripts will be sent to your college and you will be able to see the status of your request on the **View Status for All Transcripts** link.
   d. You will select all an initial, midyear and final transcript.

6. **Letters of Recommendation** – You can request letters of recommendation from your teacher and your counselor via Naviance. Please know that letters from teachers and counselors should be personalized and provide information about you that a resume or application does not provide. It is important that the information that you give to your teachers and counselors reflect your personality and character in addition to your academic successes.
   a. **Letters from a teacher** – go to the **Colleges** tab and click the link **Colleges I'm Applying To.** Select **Teacher Recommendations** and add teachers to upload recommendations. It is highly recommended that you contact your teacher in advance of making a request on Naviance. Once requested, your

teacher can formulate your letter, upload it, and you will see that it has been uploaded. Don't forget a thank you note to your teacher!

    b. **Letters from a counselor/Secondary School Reports/Profiles** – If your school requires a letter of recommendation from the counselor, you need to obtain a **Letter of Recommendation Packet**. Your Counselor will need <u>10 school days to complete your letter after receiving your packet</u>. If you are applying to a college via Common Application, your request for information will be to the counselor. You must do your part to get the Letter of Recommendation Packet as the final piece. If you are applying through Apply Texas, another online option, or via mail, it is the **student's responsibility to give the counselor any forms necessary to complete the application**. It is not an automatic, so the student needs to be aware of all requirements. ested and ultimately what has been sent.

7. **Test Scores** – All test scores (SAT and ACT) must be requested by the student through either www.Collegeboard.org or www.actstudent.org The links to these websites are on the Home Page of Naviance. SAT and ACT test scores are not included on a student transcript.

8. **Use Naviance to ensure that all of the information required by the college has been sent.** Students and parents can see the status of the requests and dates that information is sent.

Other Reminders:

1. College Night will be held at Plano East on Tuesday, September 9th from 6:30 – 8:30 pm. Be sure to register in advance so that you can easily share your information with college representatives. Instructions are on flyers around the campus.

2. Take the SAT or ACT if you have not done so. Some colleges or programs also ask for one or more SAT Subject tests. You will need to take the TSI in late spring if your are attending a Texas public college, including Collin College. See your Junior Handbook for information on exemptions from the TSI.

3. If you would like to visit a college on a school day, you must see your subschool first for approval and to obtain a College Visit form. You are allowed two of these days per year.

4. Review your junior handbook for information on financial aid and scholarships. You may complete a FAFSA form in January in order to apply for federal and state financial aid. You should also check with the financial aid or scholarship offices at the colleges to find out about any separate scholarship applications that will make you eligible for scholarships from that particular university. All scholarships that Plano East receives are posted on Naviance! See page 2 of this handout for specifics on accessing the list of current scholarships.

5. Be smart about social media! Create a professional email for your college applications if needed.

6. Remember that colleges will review your courses and grades for your senior year. Continue to work hard and do your best work!