Naviance
Creating Your College List & Requesting Letters of Recommendation

1. Login to your **Naviance** account **student.naviance.com/lansinghs**

2. Go to the **"Colleges"** Tab and click on **Colleges I'm Applying To**

If not all of the colleges you are applying to are listed:
- Click the big pink plus sign to add a college
- Add the Admission Type (Regular, Early Decision, Early Action, etc.)
- Add how you will be submitting your application (Common Application, Direct to College)
- If you have already applied to the college click the box
- Click Add application

If you are applying via Common Application:
- First – go to the Common Application and set up your account
- Write down your Common App Username and Password
- ***You must "match" the Common App to Naviance and complete the FERPA Waiver**

3. If you need **Teacher Recommendations, you should ask teachers in person first.** (Give teachers at least 3 weeks to write a recommendation letter):

- Click on the **Colleges** tab
- Click on a link under the **Apply to Colleges** section**,** titled **Letters of Recommendation**
- On the recommendations request page, click on the BLUE **Add Request** button
- **Step 1:** Select a teacher from the drop down list. (make sure you have personally asked this teacher prior to this request and that your Senior Fact Sheet is updated)
- **Step 2:** Review the colleges listed directly from the **Colleges I'm Applying To** list and check one or more boxes indicating where teachers should be sending their letters
- **Step 3:** Add any notes to the teacher(s) in the box (i.e. first choice colleges, early decision, intended major, and also a "thank you")
- Click **SAVE** at the bottom of the screen, which returns to the recommendation status page. This will send an email to the teacher stating your request and will add the request to the teacher's Naviance account. It will also record that you have requested it in your Naviance account. When the teacher has completed the recommendation, they will mark it as completed and it will show in your Naviance account so you can keep track of your application materials.