College Application process through Naviance

Accessing Naviance:

1.)   http://connection.naviance.com/mentorhs
                    OR
2.)   Go to www.mentorhigh.com. Go to "Guidance" tab. Scroll down to Naviance heading and click "Naviance Home."

A.) To request a transcript (such requests are made **after** you have submitted your application to a college**):**

1. Click on the "**Colleges**" tab
2. Click on the "**colleges I'm applying to**." Click on "**add colleges to this list**." Add the colleges to which you are planning to apply by using the "**lookup**" link.
3. Go back to the "Colleges" tab and the "colleges I'm applying to." Once you have entered a college in this section, scroll down and you will see a link to **request transcripts**. **This is what you will click on to request your transcript through Naviance.**

B.) Teacher/Counselor Recommendations (allow 2 weeks for completion, always ask in person first**):**

1. This is located in the "colleges I'm applying to section" section.
2. Scroll down to the "Teacher Recommendation" section and click "Add/Cancel Requests." Select a teacher from the drop-down menu and add a note to the teacher (repeat for each recommendation that is required).
3. **Finally, click "Update Request." You must do this last step or the request will not go through!**
4. To find out if a particular college requires a letter of recommendation click on the "colleges" tab and click on "college lookup". Type in the name of the college and click "go." Click on the Admissions tab and look at "recommendations". It will indicate whether letters of recommendation are required.

C. The Common App (use the **same email** for Common App as you use for Naviance)

 Go to **Common Application** website: https://www.commmonapp.org and click on
 "**Create an Account - Go**" on the right side.

1. Begin the registration process. Please write down your Common Application Username: _____ and Password: _____.
2. **You must sign the FERPA waiver**. This means you are choosing to waive/not waive your rights. We recommend you click "Yes, I do waive my rights." This means you are confident about what others will write and you will not see the recommendation. Check the other box that says you authorize the school to release your records.
3. Students that apply to colleges through the Common Application will need to match their Naviance and the Common Applications accounts. This can be done by submitting, in Naviance, the email address used for their Common Application account and birthday, then clicking "Match." This matching cannot be done until the student completes the FERPA Waiver on the Common Application.
4. Go into your Naviance account and click on the "**Colleges**" tab, then go to "**colleges I'm applying to**" tab, and link your Common Application and Naviance account by entering the **same email** you registered with on Common Application.
5. Now you may add to this list (of colleges you are applying to) by clicking on the "**add to this list**" link.

College/Career Planning Resources:

1. **Take a career assessment in Navianc**e -go to the "**Careers**" tab. Click on the Cluster Finder and/or Career Interest Profiler. The Strengths Explorer is another assessment available that assesses your personal strengths in relation to careers. This can be found under the "**About Me**" tab.

2. **Complete a College search**- go to the "**Colleges**" tab. Click on the Super Match College Search or any of the applications below this option (ex. college match, college lookup)

3. **Build your resume** -go to the "**About Me**" tab. Click on "Resume".

4. **Research the militar**y at https://www.military.com/join-armed-forces.

5. **Search apprenticeships** http://www.careeronestop.org/educationtraining/find/apprenticeshipoffices.aspx. http://jfs.ohio.gov/apprenticeship/program/index.stm