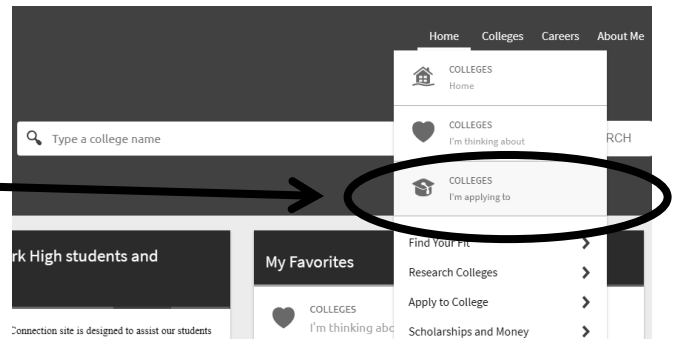


# ADDING COLLEGES ONTO NAVIANCE

When applying to colleges, you will need to submit supplemental materials such as your high school transcript and SAT scores. Naviance is a great way to get those materials there quickly. In order to have materials sent through Naviance, you must complete the following first:

## STEP 1: LOGIN TO NAVIANCE

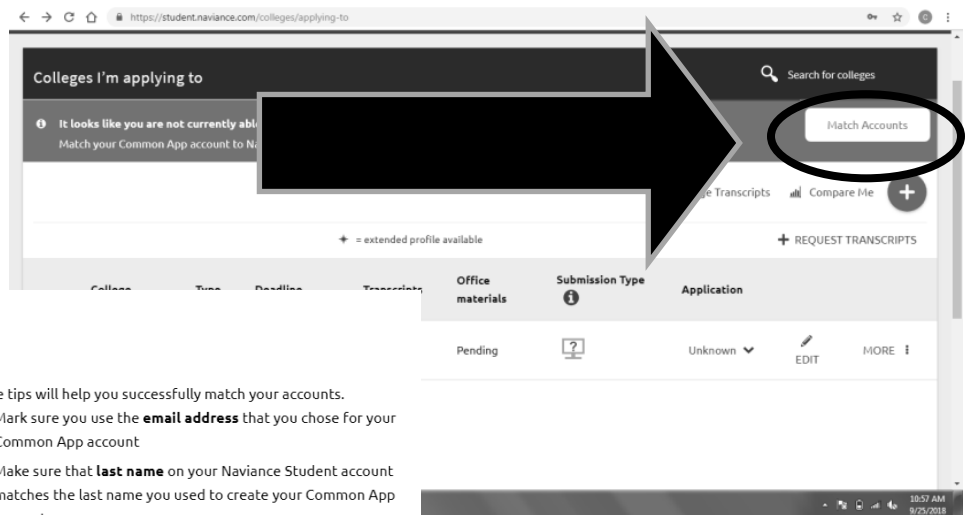
- 1) Login to Naviance at <https://student.naviance.com/academyparkhs>.
- 2) Select the “COLLEGES” tab.
- 3) Select “Colleges I’m Applying To.”



## STEP 2: MATCH COMMON APP

If you have applied to colleges through the Common App, you can link your account to Naviance.

- 1) Click “Match Accounts.”
- 2) Enter in your Common App email address and your date of birth.
- 3) Click “Match Accounts.”



### Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

### Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

### TIPS

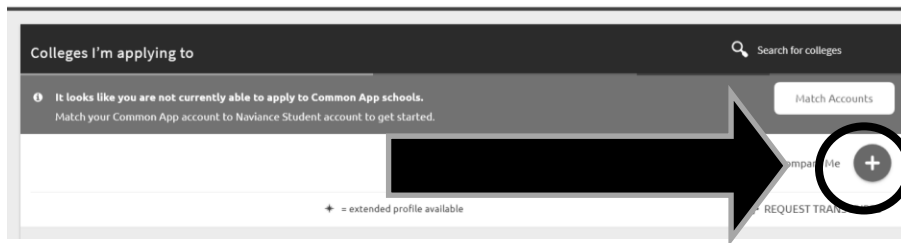
These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

## STEP 3: ADDING COLLEGES MANUALLY

If you did not apply to colleges through the Common App, you can manually add each individual school.

- 1) Click on the **+** button



- 2) Type in the name of the college or university you are applying to
- 3) Indicate how you are applying to the college/university. If you are unsure, you can change it later.

A screenshot of the 'Add New College Application' form. Two sections are circled in black: 'Which college are you applying to?' with 'Pennsylvania State University' entered, and 'I'll submit my application' with 'Via Common App' selected. Arrows from the list items point to these sections.

## STEP 4: EDITING INFORMATION

You can edit how you applied at any time by clicking the **"EDIT"** button.

A screenshot of the 'Colleges I'm applying to' page showing a table of applications. An arrow points from the text 'You can edit how you applied at any time by clicking the "EDIT" button.' to an 'EDIT' button in the table row for North Dakota State University.

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> North Dakota State University	RD	Regular Decision August 1	no request	Pending		Unknown <b>EDIT</b>
<input type="checkbox"/> Temple University	RD	Regular Decision	no request	Pending		Unknown <b>EDIT</b>