Directions for completing a teacher recommendation in Naviance

To use Naviance, students must have completed their application(s) by using The Common Application. Naviance only sends electronic information through The Common Application website.
Recommendations to other schools must be mailed.

1. If a student requests online for you to do a recommendation for their college applications from Naviance, you will receive an email on your HISD account and the email will have your student's name as the sender. The message will alert you that your student has requested a recommendation.
2. Your password was sent in an email dated August 20 to returning faculty. New faculty are not in the system and we will send your login info as soon as we can. The email is from NAVIANCE SUPPORT SERVICES.
3. Go to **http://succeed.naviance.com** Type in your log in information in the purple area on the left of that page. Click on **Sign In**.
4. In the purple bar at the top, click on **students.** Select the name of the student requesting your recommendation from the list or by typing it **Find Students** area on the left side of the page.
5. Select **eDocs** tab below the student's name.
6. From the page **Prepare Forms**, scroll down to **Teacher Documents.** From the drop down box entitled **Add New Documents,** select **Common App Teacher Eval**
7. At the top of the page, see **Applications** with a drop down box to the right. **All applications** is the default. If you wish to send separate recommendations to different schools, change as needed.
8. Complete the areas marked * **Required .** Checklists are optional and can be completed if you wish.
9. When complete, click on the box **SAVE FORM** at the bottom of the page. Then click on **GO BACK**
10. You will see under **Teacher Checklist** on the right that **Common App Teacher Eval** will be checked and in green when saved.
11. Scroll back down to **Teacher Documents.** From the drop down box entitled **Add New Documents,** select **Letter of Recommendation**
12. If you want the same letter to go on all recommendations, leave the application default: **same for all applications.**
13. Browse for your saved letter of recommendation and select. Click on **Upload File**.
14. You will see under **Teacher Checklist** on the right that **Letter of Recommendation** will be checked and in green when uploaded.
15. When complete, click on the underlined **send forms** at the top of the page (just below and to the left of the **edocs** tab)

> You may receive the following error message: Before you can submit Common Application forms on-line, we will need to match this student's Naviance Succeed record with the student's profile on the CommonApp.org website. If the student has entered a CommonApp.org user name and password on Family Connection, we will use those to match the record; if not, we will attempt to match the student by first name, last name, birthday, and e-mail address. **Click Here**
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> If you receive the above error message, **Click Here** where indicated. A box marked **COMMON APPLICATION STUDENT MATCH** will appear. It should have a Common App user name and password listed. If it does, click on the box **Match Now**. If so, your documents should be sent. If not, contact the student's advisor for help. Click on the General tab. The counselor should be listed.

16. See the blue line at the top of the page: click on **send forms**
17. On the Send Forms page: Click in the box "**Common App Teacher Eval/Letter of Recommendation**"
18. Scroll to the bottom of the page. Click on "Review and Confirm". Check the list.
19. Scroll to the bottom of the page. Click on "SUBMIT". It should indicate it is sent.