Naviance: Add “Colleges you are applying to”

1. Log into Naviance
2. Once on the home screen, under “My Favorites” click on “Colleges I’m Applying to”
3. Click on the pink plus sign located in the top right.

Letters of recommendation
Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.
4. Once you’ve clicked on the pink plus sign, type in the name of the university you are applying to, change the application type (if applicable), update how you will submit your application, and if you have already submitted the application. *If you are applying via Apply Texas under “I’ll submit my application” select “Direct to the institution”.

5. If you are adding the university and have submitted your application, click on “ADD AND REQUEST TRANSCRIPT”, select “Initial”, and click on “Request and Finish”. The college application should now be listed on your account.

6. If you have not submitted your application, click on “Add Application”. Under transcripts, it should show “no request”

You have now added a college to your account.
Naviance: How to Request a Transcript

1. Log into Naviance. Once on the home screen, under “My Favorites” click on “Colleges I’m Applying to”

2. The college should be listed on your account to request. Click on “Request Transcripts”

3. Select “Initial” and under “Where are you sending the transcript/s?”, select the university.
4. Click on Request & Finish to submit the transcript request.
5. To view your transcript requests, click on “Manage Transcripts”

6. You can now view the status of your request and if it has been submitted.