

Senior Naviance

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- I. <https://connection.naviance.com/atlantictc> – Bookmark
 - A. Enter username (ID number) and password (MM/DD/YYYY) - same as Virtual Counselor
 - B. Check messages on the right
 - C. Click on ABOUT ME in the upper-right section of the screen
 1. Click MY ACCOUNT
 2. Update email if necessary
 - D. Beginning Senior Year Survey: Find under ABOUT ME HOME, see all Surveys
- II. Resume
 - A. Click ABOUT ME
 - B. Click HOME
 - C. Click RESUME
 - D. Click PLUS Button
 1. Choose all categories that apply to you
 - a. Click one at a time
 - b. Fill-in correct information
 - c. Scroll to click ADD
 - d. Continue steps A-C for all that apply
 - E. Click on PRINT/EXPORT RESUME
 1. Name your RESUME
 2. Choose template
 3. Click CONTINUE
 4. Check each item wanted
 5. Scroll to SAVE RESUME
- III. College Transcripts
 - A. Click COLLEGES
 - B. Click COLLEGES I'M THINKING ABOUT
 1. Click ADD COLLEGES TO LIST, if necessary
 2. Add all colleges you are planning to apply to
 - a. Be sure to SAVE Selection
 - b. Select colleges you are ready to request transcripts for
 - c. Click SAVE SELECTION
 - d. Once you see FINISHED SEARCHING, click it
 - e. Click ADD TO COLLEGES I'M THINKING ABOUT
 - i. Click on the box for all of the colleges you want to request transcripts for
 - ii. Click MOVE TO APPLICATION LIST
 - iii. Complete the page using the drop down menus
 - Application deadline question
 - a) Regular Decision
 - b) Early Decision: Binding if accepted
 - c) Early Action: Strict deadline
 - How will you submit?
 - a) COMMON APP
 - b) DIRECT TO INSTITUTION
 - c) I'M NOT SURE YET (This is not a choice!)
 - Check I'VE ALREADY SENT MY APPLICATION, if applicable
 - iv. Click ADD AND REQUEST TRANSCRIPTS
 - v. Complete the page
 - Type of transcript question – Check initial
 - Additional materials question – Do not check anything because test scores are not permitted to be sent by me!
 - vi. Click REQUEST AND FINISH
 - vii. College acknowledgement of transcript

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- IV. Letters of Recommendation
 - A. Click on the hyperlink LETTERS OF RECOMMENDATION SECTION
 - B. Click ADD REQUEST
 - C. Select teacher(s) after you have asked them and you are sure that your resume is in Naviance
 - D. Only request as many as needed
 - E. Be sure to “include a personal thank you” and deadline. (This should be before the actual deadline so that you can follow up with time to spare. See me if needed. And offer teachers my services)
 - F. Click SUBMIT REQUEST
- V. College Search
 - A. Click COLLEGES
 - B. Click SUPER MATCH
 - 1. Read and click each pop-up
 - 2. Click SELECT CRITERIA TO START and fill-out requested information under each criteria that applies to you
 - 3. Click SAVE SEARCH
- VI. SCHOLARSHIPS AND MONEY
 - A. Click COLLEGES
 - B. Click SCHOLARSHIPS AND MONEY
 - C. Click SCHOLARSHIP LIST
 - D. Use drop-down menu to select ALL that could apply
 - E. To request transcripts for scholarships:
 - 1. Click COLLEGES
 - 2. Click APPLY to COLLEGE
 - 3. MANAGE TRANSCRIPTS
 - 4. Click PLUS button
 - a. Choose OTHER TRANSCRIPTS
 - b. Under “WHAT IS THIS TRANSCRIPT FOR”, choose SCHOLARSHIPS