**How to Use Naviance – Must do this to receive all emails to your email account!**

1. **Sign into Clever**
2. **Click on the Naviance Icon**
3. **Go to About Me**
4. **Account**
5. **Contact Box – Right side of page**
6. **Click on Edit (pencil)**
7. **Add email address**
8. **Save**

**Adding Colleges to Naviance and Requesting Transcripts**

**Sign into Clever**

**Click on Naviance Icon**

**Colleges I am thinking about**

**Search for schools  
Click on heart next to name of college**

**Click in little boxes next to each school  
Move all schools to application list.  
Make sure to say Direct to Institution when it asks how you are applying. If you are applying through Common App, please choose that option.  
Request TR  
Submit**