

EDOCS ON NAVIANCE

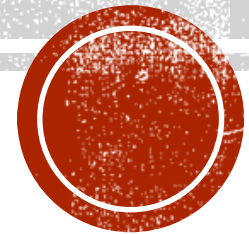
What is eDocs?

How to use for College Applications Process

Common Application

How to Request Transcripts

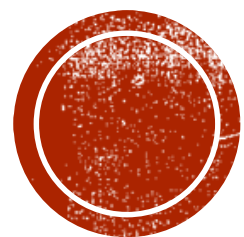
Letters of Recommendation



NAVIANCE

- www.connection.naviance.com/glencoehs
- All students have an account:
 - Username: district login (first 4 letters of last name + first letter of last name + last 3 of ID#)
 - Password: student ID#
- Students can save college and career info, start college applications, do financial aid searches





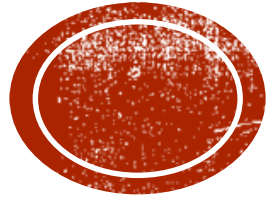
WHAT IS EDOCS?



WHAT IS EDOCS?

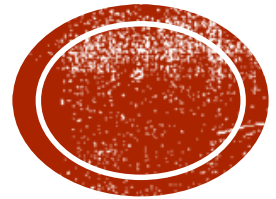
- Because Hillsboro School District using Naviance as a college and career tool, students must use their Naviance Family Connection accounts to:
 - Track college applications
 - Request transcripts for colleges
 - Request letters of recommendations for teachers and counselors
- This presentation shows you how to track college applications and request transcripts and letters of rec using Naviance
 - Please see the Letters of Recommendation section of the website for steps on this process





USING NAVIANCE FOR COLLEGE APPLICATION PROCESS

Starting in the 2016-17 school year, students will need to connect your Naviance Family Connection account to your college application process



COMMON APPLICATION

If you'll be using the Common Application, follow the steps here. If not, skip this section

COMMON APPLICATION

- Students using the Common Application must connect their Common App account to their Naviance Family Connection account (called “Matching”)
- This must happen before any colleges are added to a student’s list

FIRST:

- Go to www.commonapp.org to create an account
- Complete your FERPA Authorization



COMMON APPLICATION

colleges I'm applying to

THEN:

- Login to your Naviance Family Connection account to complete the “matching” process



Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address:

Date of Birth:

Email used for Common App account

05/03/1999

Match

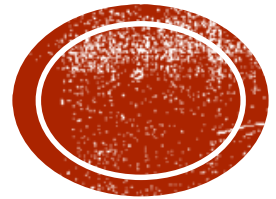
⚠ Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

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

Not Needed





ALL COLLEGE APPLICATIONS



COLLEGES I'M APPLYING TO

- Under the Colleges tab at the top, select **Colleges I'm Applying To**

family connection

Here are all the tools for getting into cool schools


colleges careers about me my planner

search for colleges:
 Go
MORE SEARCH OPTIONS >>

resources
[transcripts](#)
[test scores](#)

my colleges

<ul style="list-style-type: none">> colleges I'm thinking about> colleges I'm applying to> letters of commendation	<p>Upcoming college visits</p> <p>No upcoming visits.</p>
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COLLEGES I'M APPLYING TO

[+ add to this list](#) | [request transcripts](#) | [compare me](#)

Actions											
College	Type	How are you applying?	Submissions ⓘ	Deadline↑	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph WWW
+ add colleges to this list											

- Add colleges you have applied to or are planning to apply to here



COLLEGES I'M APPLYING TO

1. Enter what **Type** of application you're using
2. Check the box for a **Transcript Request** – this must be done for Glencoe to know a transcript must be sent (can also be done later)
3. If you've submitted your application, you can check this last box on the right
4. When done, click **Add Colleges** button

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my application
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision ▾	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

[Cancel](#) [Add Colleges](#)

COLLEGES I'M APPLYING TO

- When you add the colleges to your list, you'll be prompted to answer a few questions about your application to each school:

Tell us how you're submitting these applications

This tells your counselor how to submit your transcripts and other materials to institutions.

University of Oregon

I'll submit my application:

directly to the institution

Pacific University

I'll submit my application:

Common App Only

University of Portland

I'll submit my application:

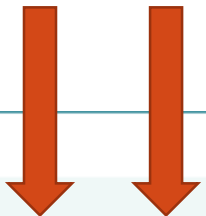
- ☐ via Common App
- ☐ directly to the institution
- ☒ I'm not sure yet

Update Applications



COLLEGES I'M APPLYING TO

[+ add to this list](#) | [request transcripts](#) | [compare me](#)



Actions													
	College	Type	How are you applying?	Submissions ⓘ	Deadline↑	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW
<input type="checkbox"/>	U of Oregon	RD	Direct to institution		Jan 15, 2017	requested	Pending	have you applied?	Unknown				
<input type="checkbox"/>	Pacific Univ	RD	Common App Only		-	requested	Pending	app submitted	Unknown				
<input type="checkbox"/>	U of Portland	RD	I'm not sure yet		Jan 15, 2017	requested	Pending	have you applied?	Unknown				

Delete Application

- Check the status of your transcript request from this screen under **Office Status**



TRANSCRIPTS THROUGH NAVIANCE

- By requesting transcripts through Naviance, the colleges you're applying to will receive these documents much faster than by mail **and** you can track the progress
- Not ALL colleges will accept electronic transcripts (most do)
 - Example: PCC
 - You can still request paper copies (official or unofficial) from counseling center to be mailed where this applies
 - You will likely need paper copies for scholarships anyway



COLLEGE APPLICATIONS THROUGH NAVIANCE

- Common Application: www.commonapp.org
 - Non-exclusive Common App
 - Exclusive Common App
- Electronic Applications: Submit on college website
- Paper Applications: Mailing information on college website



SUBMISSION ICONS



(Mail Only)-This icon represents colleges that only accept documents submitted via mail. The school does not accept documents electronically.



eDocs

(Electronic)-This icon represents electronic destinations that accept documents electronically via Naviance



(Common App)-This icon represents Common App destinations that accept documents electronically via Naviance eDocs. It's important to note this icon means the student has explicitly chosen to apply via Common App and indicated "Yes" in **Family Connection > Colleges I'm Applying to**. However, on College tabs (showing the college profile) it indicates the fact that it's a CA college, but not whether the student is applying via CA.



(Unknown)-This icon is displayed when a student adds a Common App college but has not indicated whether or not he or she plans to apply via the Common App Online. This status does not prohibit you from submitting Common App forms for the student, but you will receive a warning message advising you that the student has not indicated their plan. A message is displayed to inform the school counselor that the student had not made a selection whether applying via Common App and submission would default to Common App delivery.



(Common App via Electronic)-This icon is displayed when a student has selected a Common App college and has indicated that he or she is not applying via the Common App Online. However, if the school is also an electronic destination (in addition to Common App) you can continue to submit documents (NACAC and other school forms, transcripts, and letters of recommendation) electronically.

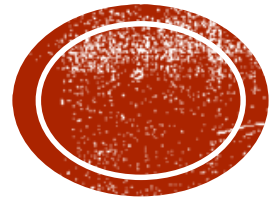


(Common App mail only)-This icon displays when a student has selected a Common App college and has indicated that he or she is not applying via the Common App Online. However, the school is not an electronic destination so you will have to print and mail (other school forms, transcripts, and letters of recommendation) to the destination.



(Coalition Application)-This icon is displayed when a student has selected a Coalition App college and has indicated he or she is applying via the Coalition App. The school must upload the forms directly to the Coalition Application website www.coalitionforcollegeaccess.org





LETTERS OF RECOMMENDATION

How to request letters of rec from teachers and counselors for college applications

LETTERS OF RECOMMENDATION - PROCEDURES & ETIQUETTE

- When you ask someone to write a letter of recommendation, you should always first ask them in person. This allows them to let you know if they have the availability to write it by the time you need the letter, and gives them the opportunity to discuss further details with you, ensuring a quality recommendation.
- If the person you've asked agrees to write you a recommendation letter, you **MUST** email the individual person with the following information as soon as possible:
 - **Where is the letter going?**
 - List schools, programs, scholarships specifically
 - Mention where letter needs to go once completed (uploaded, mailed)
 - **When will you need the letter by?**
 - At least 2 weeks notice is etiquette – more time is always ok!
 - If you give less than 2 weeks notice, there is no guarantee a letter will be written
 - **Complete the Brag Sheet Survey (link on the website)**
 - Brag Sheets identify information about you that helps you to stand out against your peers.
 - **Attach or drop off an updated resume to the person**



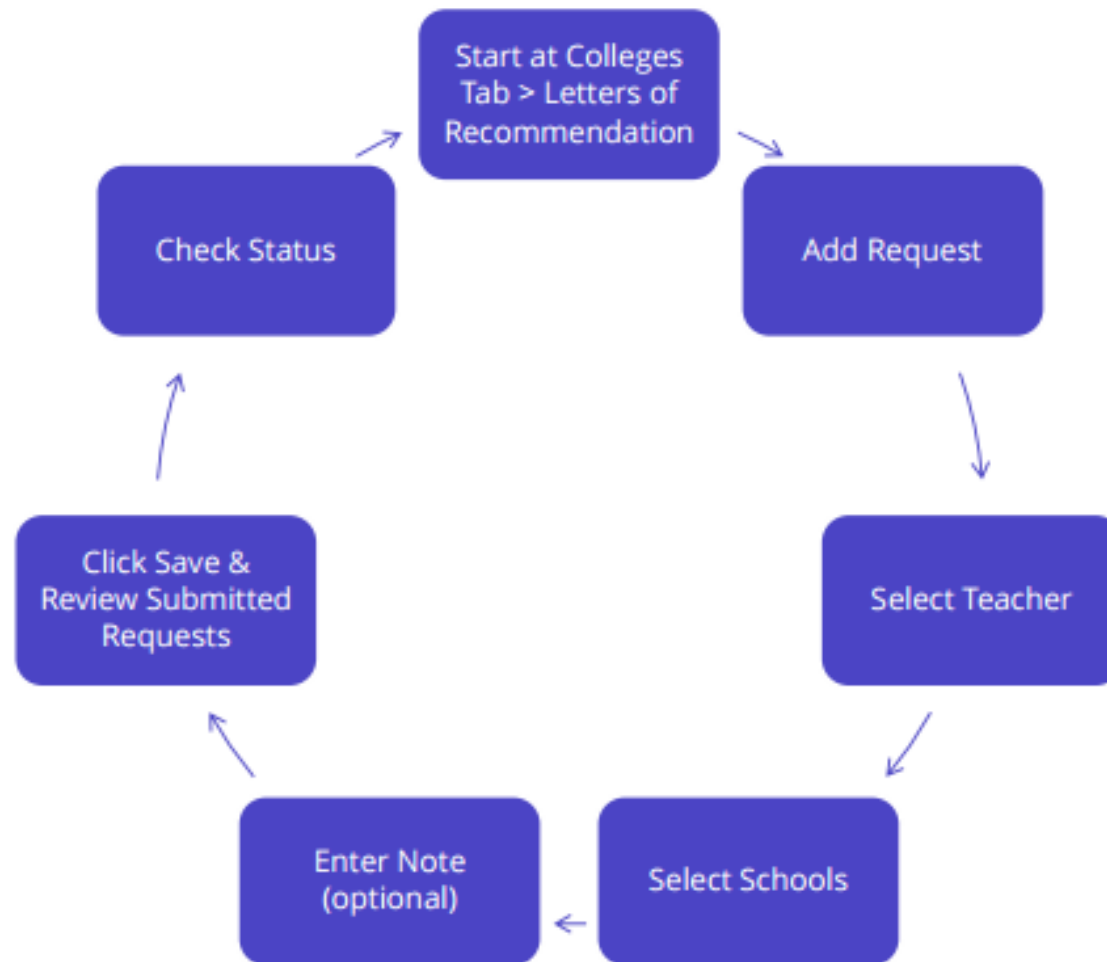
LETTERS OF RECOMMENDATION

- Once a student adds Colleges to their “Colleges I’m Applying to” list, they can then work on requesting letters of recommendation
- Naviance has a fairly easy process for teacher requests
- A different process is needed for counselors
 - This is to allow students to have the maximum number of teacher recommendations to send to colleges



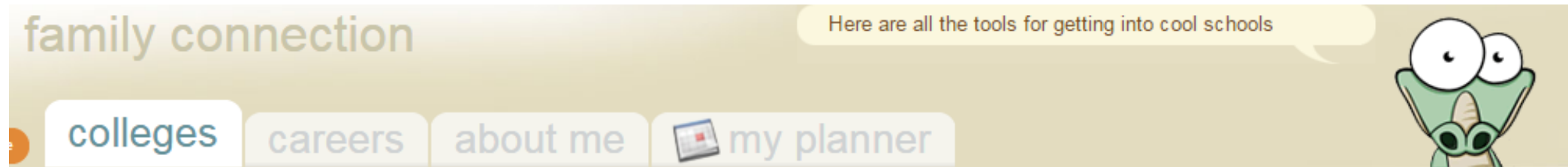
LOR Process: Student View

The Student Process at a Glance



LETTERS OF RECOMMENDATION: TEACHERS

- Login to Naviance
- Click on the Colleges tab
- Click on Letters of Recommendation link



Search for colleges:

[MORE SEARCH OPTIONS >>](#)

[resources](#)

[transcripts](#)

[test scores](#)

my colleges

> [colleges I'm thinking about](#)

> [colleges I'm applying to](#)

> [letters of recommendation](#)

Upcoming college visits

No upcoming visits.



LETTERS OF RECOMMENDATION: TEACHERS

- Select the Add a New Request button (right-hand side)
- Select a teacher from the drop down menu
- Select the school(s) the letter should be sent to by the teacher, or select ALL schools
- Include additional notes to the teacher (highly recommended)
- Click the Submit Request button

****See screen shots of these steps on the following slides****



LETTERS OF RECOMMENDATION: TEACHERS

family connection

home

colleges

careers

about me

my planner

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Showing 0 requests

Add Request

Recommendation For ^

Deadline ^

Recommender(s)

Status ⓘ

Cancel Request



Your recommendation requests will show up here.

Add Request



LETTERS OF RECOMMENDATION: TEACHERS

1. Who would you like to write this recommendation?*

Select A Teacher ▼

2. Select which colleges this request is for:*

- ☐ Choose **specific** colleges from your *Colleges I'm Applying To* list
- ☐ All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

* Indicates a required field



LETTERS OF RECOMMENDATION: COUNSELORS

- To request a letter of recommendation from you counselor, you cannot do this in Naviance yet
- You will need to follow all the same steps for a teacher recommendation besides this, and the counselor can still upload the letter into your account:
- Ask your counselor in person to write a letter of recommendation
- If they agree, you **MUST** email them with the following information as soon as possible:
- **Where is the letter going?**
 - List schools, programs, scholarships specifically
 - Mention where letter needs to go once completed (uploaded, mailed)
- **When will you need the letter by?**
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