**Naviance Student Tip Sheet**

**To log-in to Naviance Student:**

* Go to ***https://student.naviance.com/patriot***
* Click “Log in with Clever”
* Go to your Office 365 account and log in to Naviance

**Transcript Requests (for College Apps):**

* Click the ‘Colleges’ tab at the top of the page
* Select ‘Colleges I’m applying to’, click the ‘+’ sign to the right
* Answer all questions. **Be sure to select the correct application type (i.e. Regular or Early Decision, Rolling, Priority, etc.) for the appropriate deadline. THIS IS THE DATE THAT WE USE IN THE OFFICE FOR SUBMITTING COLLEGE DOCUMENTS.**
* Click ‘Add and Request Transcript’, answer questions, click ‘Request and Finish’
* If applying via the Common Application, see Common App tip sheet located at the bottom of Home page for instructions on matching accounts. **(REQUIRED STEP)**
* Requests for the **NCAA Eligibility Center** are handled as if it were for a college application. (Just type NCAA)
* You do not need to request mid-year or final transcripts.
* **ALLOW 10 BUSINESS DAYS, PRIOR TO YOUR DEADLINE(S), FOR THE PROCESSING OF TRANSCRIPT REQUESTS**

**Transcript Requests (for anything other than College Apps):**

* Click ‘*Colleges*’ at the top of the page
* Select ‘*Home*’, ‘*Apply to Colleges’*
* Click ‘*Manage Transcripts’*, the ‘+’ on the right, select ‘*Other Transcript’*
* Complete all necessary information. If you do not need your transcript mailed, please indicate in the notes section how you would like to receive it (i.e. email address, pick up, etc.)
* Select ‘*Request and Finish’*

**Signing Up for a College Visit:**

* Click ‘Colleges’, ‘Home’
* Scroll down to the ‘College Visits’ box

**GPA, Test Scores and Resume**

* **GPA -**Click ‘About Me’ at the top menu bar, select ‘My Account’
* **TEST SCORES**- Select ‘About Me’, ‘My Stuff’, ‘Test Scores’
* **RESUME**-Click ‘About Me’, ‘My Stuff’, ‘Resume’

The resume will assist counselors and teachers in writing recommendations