



College Process Guide



Doing a College Search

-Click on the COLLEGES tab, then on colleges home. You can use the SuperMatch College search, Advanced search, or use the search box on the top to look for a specific school.



Applying to College

****You will apply to a college either directly through the college's website or through the Common App****

Once you have done this, go into Naviance and:

- Click on the COLLEGE tab
- Click COLLEGES I'M APPLYING TO

(Use the  icon to add colleges)

- Use the drop down to select your app type. (ex. Regular decision, Early Decision, etc.)
- Use the drop down to select 'I'll submit my application' This is how you applied to the college(s) If you applied via the Common App, select it. If you applied through the college's website, select direct to the institution. ****This is VERY important: If you select 'I'm not sure yet' We CAN NOT send your transcripts. Naviance will lock us out until you tell us which method you used to apply to a college. Once you have told us the method in which you applied**
- CLICK the box that states you've submitted your application and hit the add application button to add the college to your list OR click the -ADD AND REQUEST TRANSCRIPT button to add the school to your list and for us to send your transcript to that college.

How to Request a Transcript

YOUR COUNSELOR WILL NOT KNOW TO SEND A TRANSCRIPT IF YOU DO NOT FOLLOW THESE STEPS!

-In the COLLEGES tab, click on COLLEGES I'M APPLYING TO

Click on the  REQUEST TRANSCRIPTS icon, which is on middle/right side of the page. Click 'Initial' and then click the college(s) you want your transcripts sent to. Click DONE and then click REQUEST and FINISH. ****Remember you must also send your ACT scores on your own to each school. Login to your ACT account to do this.**

Login to Naviance at the below address:

<https://student.naviance.com/littlemhs>

****Remember to link your common app account in Naviance. You can do this by entering the email address you use for your common app and by providing your birthday. Also, you must waive your FERPA rights in common app for this to work****

Build your Resume

- Click on the ABOUT ME tab
- Click on 'My Stuff' then click on 'Resume'
- ADD NEW ENTERIES

Use the  icon to add to your resume and click 'add' to save.
 -The ADD/UPDATE tab allows you to customize the entries you want for the resume you need.
 -Once all of your entries are in, you can PRINT/EXPORT your resume.

Scholarships

- Click on the COLLEGES tab
- Click on SCHOLARSHIP & MONEY
- Select a scholarship subcategory and follow the directions to apply.

-For additional scholarships, click on NATIONAL SCHOLARSHIP SEARCH

***Remember you cannot win a scholarship if you don't apply for it!**

Requesting Letters of Recommendation

- Click on the COLLEGES tab
- Click on APPLY TO COLLEGE
- Click LETTERS OF RECOMMENDATION
- Click ADD REQUESTS
- Select the college you want or select all colleges and add a personal note with the purpose of the letter along with a thank you to the person writing the letter.
- Click SUBMIT REQUEST

***ALLOW AT LEAST 2 WEEKS FOR THE LETTER TO BE COMPLETED BEFORE THE DEADLINE!!**

***Your Senior Survey also needs to be complete so that your recommender can write an amazing letter about you and all your accomplishments.**