# Senior Guide to eDocs......

**How to send a transcript request, link your Common App to your Naviance Account, and request a Letter of Recommendation**

# How to Request a Transcript

- Students will need to request all college transcripts (including NCAA) through Naviance. This allows counselors to send the transcript with an electronic trail AND it is received by the institution immediately.

- Student MUST give the counselor THREE **school** days notice to send a transcript. Many times there are different electronic forms we have to fill out in addition to just sending the transcript. If the student sends the request less than THREE school days before the deadline, the transcript may not be sent on time.
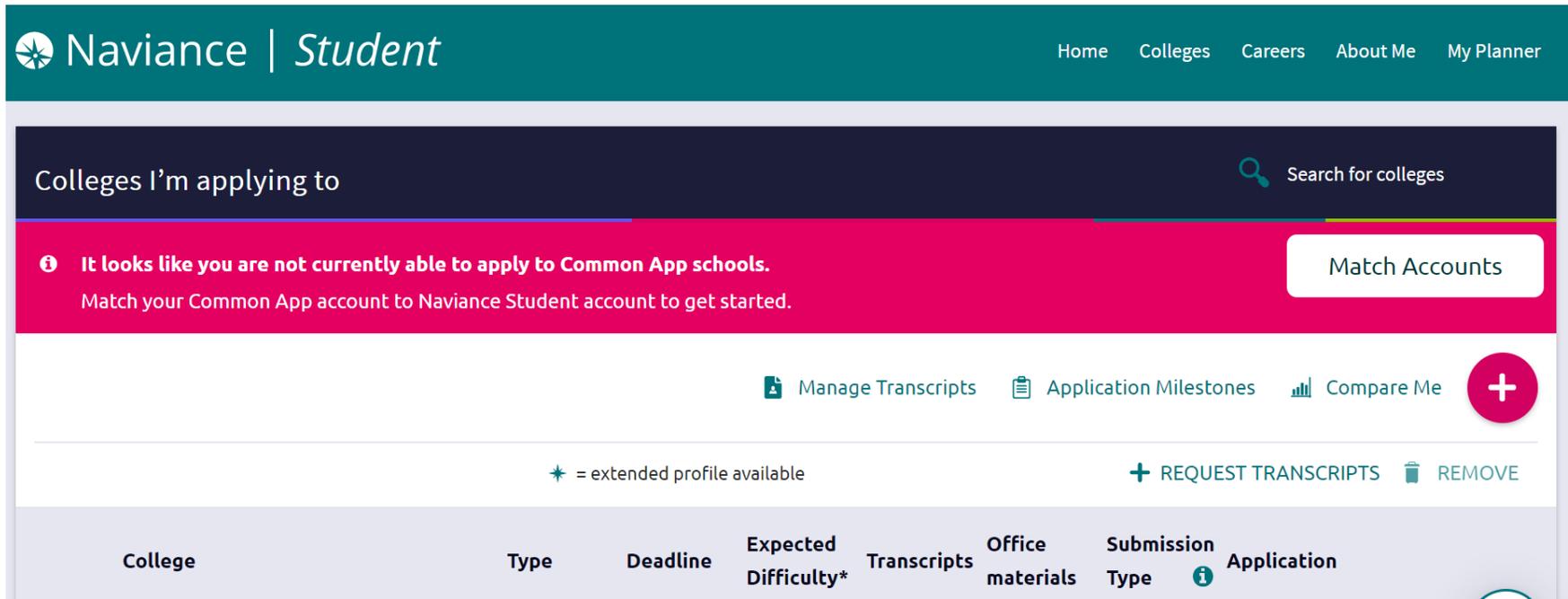
# Step 1

▶ Log into your Naviance account and click on **"Colleges I'm Applying to"** found under the "Colleges" tab

# Step 2

▶ Click on the PINK "+" sign located along the right side of the screen

# Step 3

▶ Type in the name of the college you are applying to

# Step 4

▶ Choose application type you are submitting (this will vary based on different application deadlines at different schools)

# Step 5

▶ Choose how you are submitting your application (this varies as some schools have different platforms you can choose to complete applications)

# Step 6

▶ Click on the **"Add and Request Transcript"** button

# Step 7

► Click the transcript you are sending (all Fall transcripts are **INITIAL**) and click if you took the ACT, SAT or BOTH (these scores are automatically loaded onto your transcript.

# Step 8

▶ Click the **"Request and Finish"** button

**What type of transcript are you requesting?**

☑ Initial

☐ Mid year

☐ Final

**What additional materials, if any, do you want included?**

☐ Unofficial SAT Scores

☑ Unofficial ACT Scores

**Where are you sending the transcript/s?**

☒ University of Cincinnati-Main Campus ⌄

Request and Finish

# How to Match/Connect Your Common Application to Your Naviance Account

- Some schools use an application called the Common Application. This application allows you to only fill out one application for multiple schools. (Please note, you do still have to pay each individual school's application fee.)

- This can save time and frustration for students and allows them to manage their applications in one spot.

- Not all schools offer the Common Application as a choice and some schools may give you a choice of the Common Application or the school's own application (direct to the institution).

- You only have to do this step IF YOU ARE USING THE COMMON APP!!!!

# TIPS

- The Common App Match will only work once you have

  - Created a Common App account

  - Added at least one college to your Common App

  - Completed the **"Education"** section and the **"FERPA"** section completed on your Common Application

- Counselors CANNOT send transcripts for Common Application until you have matched the two accounts.

- You only have to do this step IF YOU ARE USING THE COMMON APP!!!! If you are applying using a college's own application, you do NOT have to Match anything…….you can go straight to the "Requesting a Transcript" section
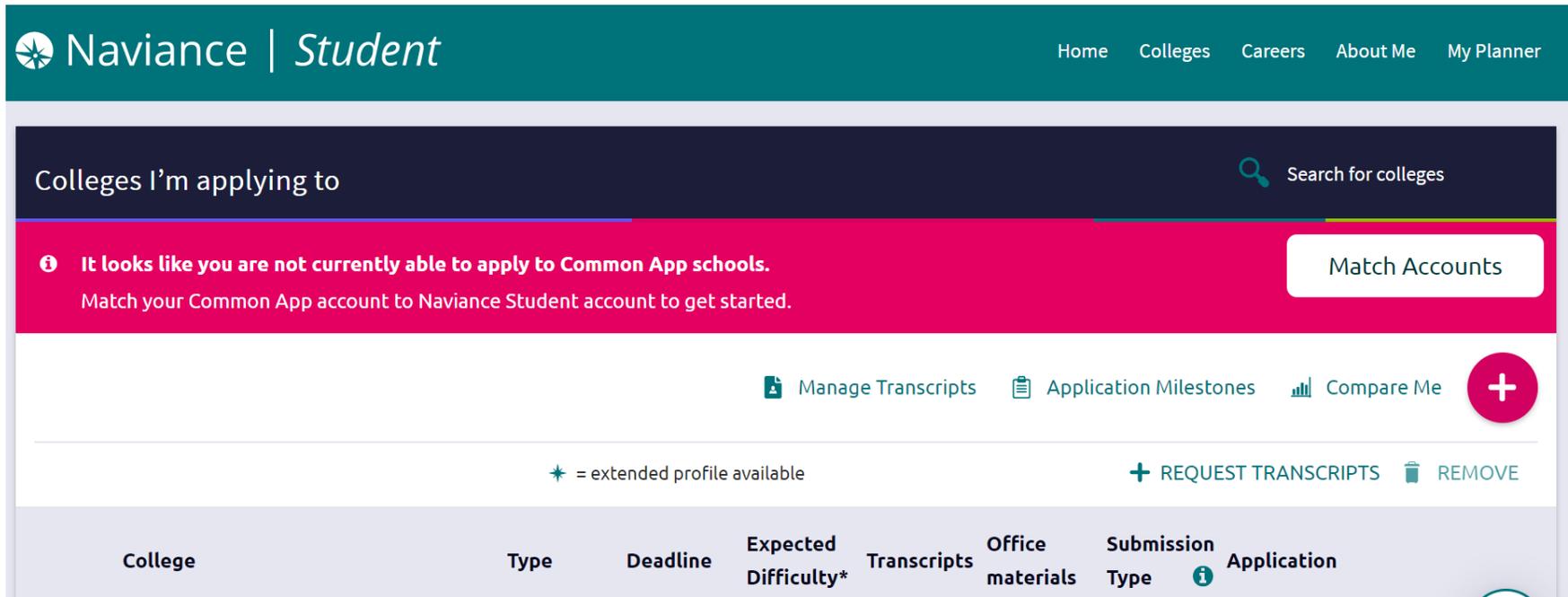
# Step 1

► Log into your Naviance account and click on **"Colleges I'm Applying to"** found under the "Colleges" tab

# Step 2

▶ Click on the **"Match Accounts"** button located along the right side of the screen

# Step 3

▶ Enter the email address you used for the COMMON APP, your date of birth and click on the **"Match Accounts"** button

## Get Started with Common App

- Create a Common App account on Common App Online ⬀
- Sign the Common App (CA) FERPA Waiver on Common App Online ⬀

## Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

**Common App Email Address**

**Date of Birth**

Match Accounts

## TIPS

These tips will help you successfully match your accounts.

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

I don't need this

# How to Request a Letter of Recommendation

▶ Ask the teacher, counselor, and/or coach **IN PERSON** whether they would mind writing a letter of recommendation for you, before you continue with the process. (at least TWO weeks before deadline!!!!)

▶ Assuming he/she says yes, please provide them with your resume so they can best represent you in the letter.

# Step 1

▶ Log into your Naviance account and click on **"Colleges I'm Applying to"** found under the "Colleges" tab

# Step 2

▶ Click **"Letters of Recommendation section"** located at the bottom of the page

# Step 3

▶ Click **"Add Request"**

# Step 4

▶ Select teacher name, colleges you want that teacher to send letter to, and any personal notes you want to send the teacher…..this does NOT substitute a resume.  You need to still give the teacher some form of a resume to help them write the letter.

# Step 5

▶ Click **"Submit Request"**

## MATCHING YOUR COMMON APP WITH NAVIANCE/FAMILY CONNECTIONS

1) Go to www.commonapp.org
2) Create a Common App account by clicking on **"Apply Now"** (if you already have one, click on **"Apply Now"** and log in)
3) Complete the Initial Common App tasks
   a. Complete the **current or most recent school** segment of the **education section** located under the **"Common App"** tab
   b. Add at least one college to your **My Colleges** list by searching for colleges & universities under the **"College Search"** tab
   c. Read & sign the FERPA Release Authorization under the **"Recommenders and FERPA"** section of the **My Colleges** tab
      i. Click on **"Release Authorization"** under the **FERPA Release Authorization** section and fill out the release form
4) Compete the account matching process on your **Family Connection** by OPENING UP A SEPARATE BROWSER AND GOING TO THE FAMILY CONNECTION/NAVIANCE LOG IN PAGE
   a. Log onto Naviance: **Family Connection**
      i. Username: firstname.lastname@mywildcats.org
      ii. Password: (uppercase)first initial(lowercase)last initial and lunch #
   b. Click on **"Colleges I'm Applying to"** link
   c. Click on **"Match Accounts"**
   d. Enter email address you used for Common App and your date of Birth
   e. Click on **"Match"** to complete the process

## COMPLETING A TRANSCRIPT REQUEST

1) Log onto Naviance: **Family Connections**
2) Click on **"Colleges I'm Applying to"**
3) Click on the pink **"+"** sign on the right side of the screen
4) Type in the college you are applying to
   a. Choose **"App Type"**
   b. Choose **"I'll submit my Application"** choice
5) Click **"Add and Request Transcript"**
   a. Choose **"What type of transcript are you requesting"** (Fall applications are "Initial")
6) Click **"Request and Finish"**

## REQUESTING A LETTER OF RECOMMENDATION VIA NAVIANCE

1. Ask the teacher, counselor, and/or coach *IN PERSON* whether they would mind writing a letter of recommendation for you, before you continue with the process. (at least TWO weeks before deadline!!!!)
2. Assuming he/she says yes, please provide them with your resume so they can best represent you in the letter.
3. NAVIANCE STEPS:
   a. Log into Naviance: Family Connection
   b. Click **"Colleges I'm Applying to"**
   c. Click **"Letters of Recommendation"**, located on the bottom of the page
   d. Click **"Add Request"**
   e. Choose teacher you want to write recommendation
   f. Select which colleges you want the recommendation sent
   g. Don't forget to **add any additional notes**: thank you's are nice, information about the program you are applying for, and/or any extra information your teacher should know about you.
   h. Click **"Submit Request"** at the bottom of the screen.
   i. Your teacher will receive an email with your request and will upload your letter to Naviance.