



ST. ANSELM'S
A B B E Y S C H O O L

Setting Up Naviance to Submit Application Documents Online

1. Create an account with Common Application (www.commonapp.org). Be sure that the email address you use is the same for Naviance. If there is a conflict, see Mr. DeLuca or Mr. Harwood before matching your CA account with Naviance Succeed.
2. On the Common Application, complete the *Education* section. Then proceed to the *My Colleges* section and add at least one college. Bypass *Assign Recommenders*, and complete the FERPA box. Waive your right. If you don't waive your right, some faculty may decline writing letters of recommendation, and colleges may not consider the letters. You would only be able to see the documents after you begin college. For more information go to: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.
3. In Naviance/Family Connection, go to *Colleges*, and then go to *Colleges I'm Applying To* and enter your Common Application account information.
4. Go to *Colleges I'm Thinking About* and hit *Add Colleges to this List*. Next, hit *Lookup* and select from the pull down box. Be sure to hit the *Add Colleges* button below.
5. If a college is not in the locator, type the name in the box on the upper left hand corner. Hit *GO*. The name will appear, hit it. Scroll down and hit *Add To Colleges I'm Thinking About*. You can also do this when you hit *Lookup*. Then, you scroll down and hit the *Add Colleges* button.
6. Move the college(s) from *Colleges I'm Thinking About* to the *Colleges I'm Applying To* list. Check the box next to the college name(s). Hit *Move to Application List*. The name of the college(s) will appear. Hit *Add Applications*. The college(s) will then be in your active applications region.
7. Notice, you can check the box next to the name of a college, scroll down and delete it. Please clean out your active application list if you decide not to apply to a particular college. Otherwise, we may send your materials there.
8. Add Teacher Recommenders: At *Colleges I'm Applying To*, scroll down to *Teacher Recommendations*. Click on *Add/Cancel Requests*. Under *Add New Requests*, the pull

down box will list teacher names. Click on your chosen teacher, and write an email note thanking the teacher. You can include the names of the colleges you will be applying to. That helps teachers a lot. Of course, you have already seen the teachers, given them a copy of your resume and Self-Assessment document, and they have agreed to write on your behalf. Be sure to scroll down and hit *Update Requests*. If you cancel a recommender, hit the *Cancel Request* box and then hit *Update*.

Register for College Representatives to the Abbey

1. In Family Connection, hit *Colleges*. Go to *Upcoming College Visits* on the top right. Then click *View All Upcoming College Visits*. On the list of colleges, hit *Sign Up*. Then hit *Sign Me Up*. You're registered.
2. Please be sure to sign up no later than one day before the representative visits the school. Also get the permission of the teacher whose class you will be missing, leaving early, or arriving late to no later than one day before the meeting. If you have a test or presentation, see Mr. Harwood or Mr. DeLuca, who will get an information card from the college officer for you to complete and mail in. The interest will be noted by the admissions office.