

# Naviance College Application Cheat Sheet

Essential Steps for a Successful College Application

## 1. Log into Naviance Account

- From Classlinks, Select “Naviance” → Click “Skip” → Click “Single Sign-on”
- If using a personal device, please go to <https://student.naviance.com/auth/fclookup>, type “21122” for zip code → Select “Chesapeake High School” → Select “Student”
  - Username: 6 digit Student ID (ex 123456)
  - Password: firstname lastname graduation year (all lowercase, no spaces)
    - Example: catherineschenk2026

## 2. Create and Manage Your College List

- Click on “Colleges” at the top → From dropdown, select “Colleges I’m Applying To”
- If using Common App, make sure to click red box “Match Accounts” and link your Common App Account to Naviance.
- Click plus sign → type in College/University name → Select “App Type” and correct deadline → Select if you are sending SAT/ACT scores → Click “Add Application”

**\*If using Common App, make sure you complete the FERPA form on your Common App account. This gives us permission to send information to colleges on your behalf. Make sure to waive your rights as well!**

## 3. Add Teacher Recommendations

- Ask your teacher in person to please write a letter of recommendation
- Click on “Colleges” at the top → From dropdown, select “Letters of Recommendation”
- Click teal box “Add Request”
- From dropdown, select Teacher
- Select Specific schools to send letter to or “Select all” if you want letter sent to all colleges.
  - Each college specifies the number of required and allowed letters of recommendation. Make sure you are looking at this to ensure the correct letter is sent to each school.
- Once the appropriate schools are selected, please include a personal note to the teacher and click “Submit Request” to add teacher recommendation request.
- Make sure to provide recommenders with a resume that outlines academic achievements, extracurricular activities (sports, clubs, etc.), awards, volunteer work, part-time employment, and educational goals to write a comprehensive letter

**\*If using Common App, any recommender outside of AACPS (coach, employer, mentor) can be added as a recommender specifically on your Common App account.**

#### **4. Complete the Waiver of Right/Review of Records form**

- The pink Waiver of Rights form can be found in the Counseling Office and should be returned to Ms. Wilson

#### **5. Request Transcripts**

- Complete the Transcript Request Form.
- Submit the form along with \$2 per transcript to the Counseling Office

**Refer to the CHS Counseling website for additional information**

**<https://www.chsschoolcounselingdepartment.com/>**