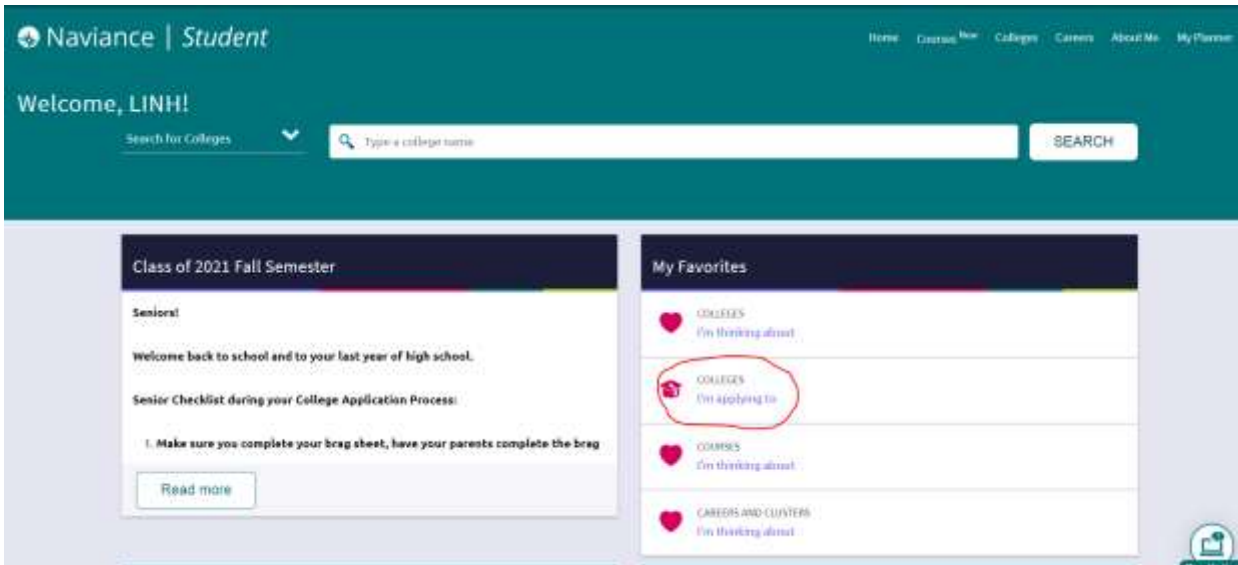


Malibu High School

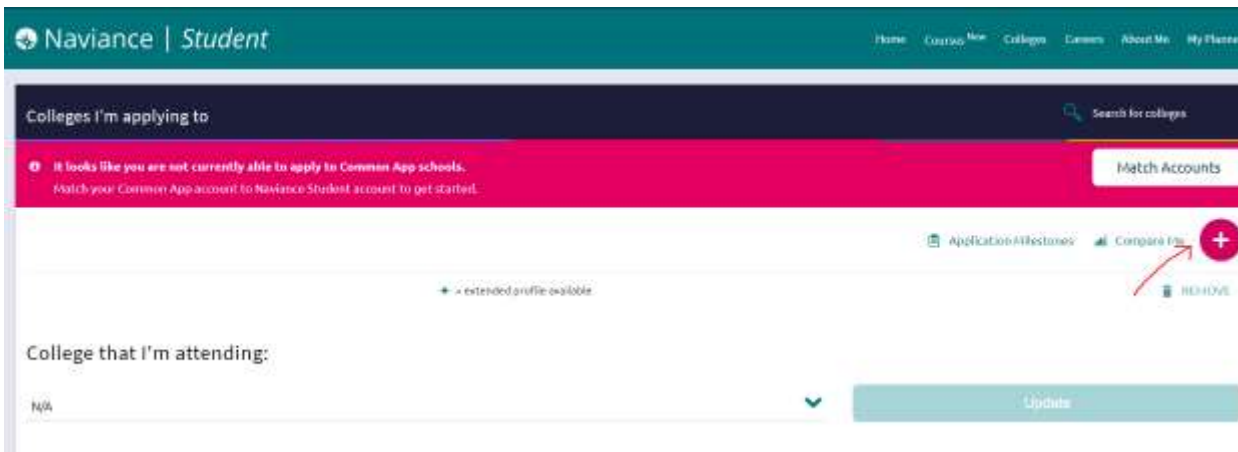
Naviance HOW TO Tutorial

How to add colleges to my Naviance account:

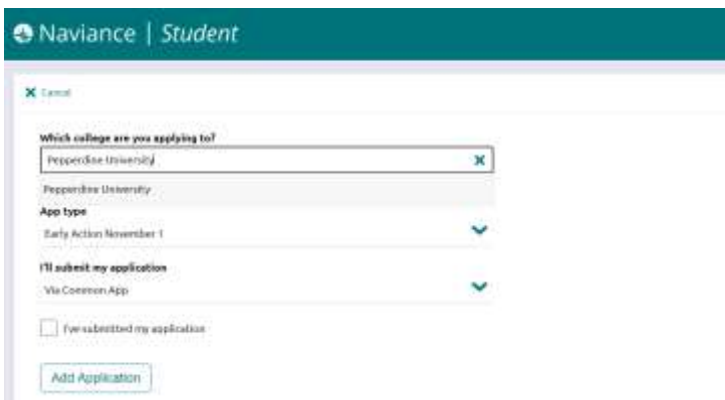
Once you have logged into your account, click on the COLLEGES I'm APPLYING TO



Then click on the RED + button:



Then search for a college, indicate which deadline you are applying to (drop down), and let me know if you are applying using the Common Application or directly on the college website (COUNSELOR TIP: IF the college give you an option to apply via Common App, please use Common App.).



Then click Add Application and it will add it to your account for me to see that you are interested in applying.

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
Pepperdine University	EA	Early November Action 1	no request	Pending	MA	Unknown

How to MATCH your Naviance to your Common App account:

1: You need to start your Common Application, list Malibu High as your high school, and sign/waive the FERPA (You only have to do this once in Common App. Go to My Colleges, add a college, and under Application, you will see the FERPA):

Recommendations & FERPA

FERPA Release Authorization

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

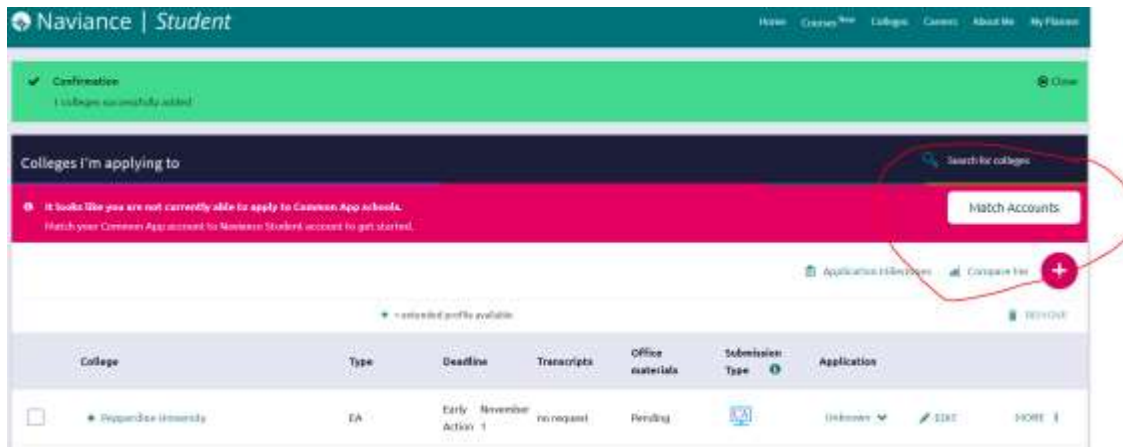
[Learn more about FERPA](#)

[Complete Release Authorization](#)

[Continue](#)

What is FERPA (You can click on the link in Common App) but basically it gives Malibu High permission to send documents, like your official transcripts and letters of recommendation, to the colleges you are applying to. It also gives your counselor and teachers writing your letter of recommendation to be as transparent as possible, and you, the student, are not able to access these letters (you cannot read these letters).

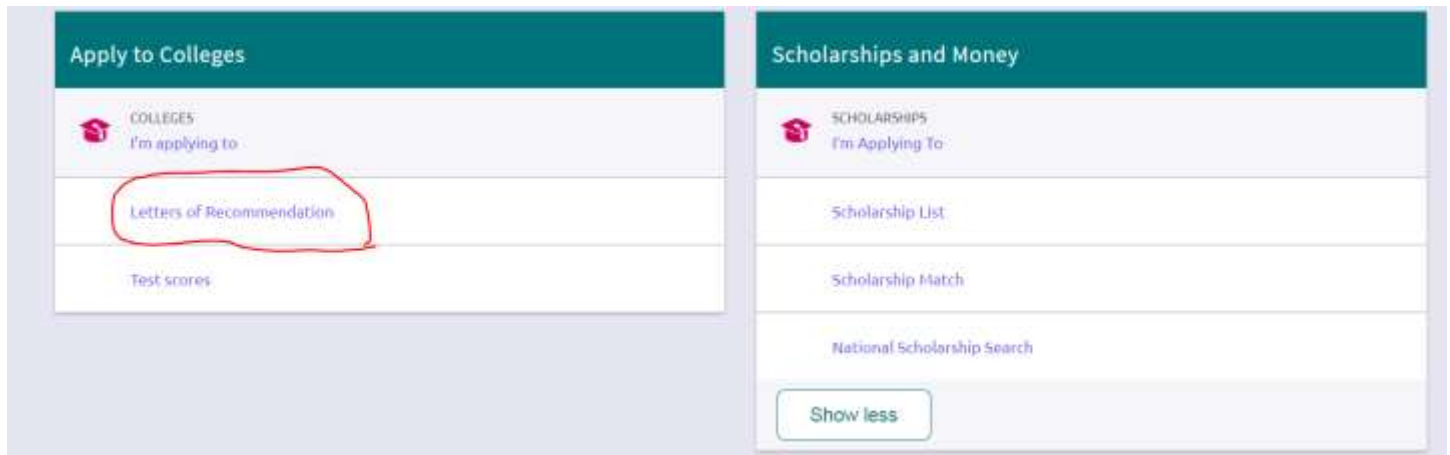
Once you have signed/waived the FERPA, go back to your Naviance account and under Colleges I am applying to, you will see a BIG RED banner that says MATCH your Common App (Enter the email you used to create your Common App account and make sure your birthday is correct, then hit MATCH. Remember do NOT use your smmk12 email account). Don't forget to waive the FERPA in your Naviance account as well under Surveys.



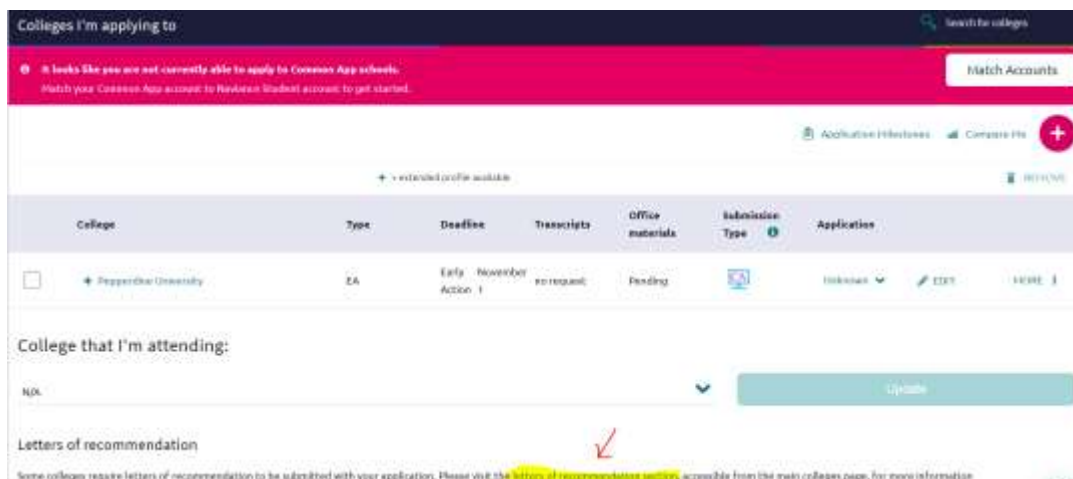
How to add a teacher for a letter of recommendation:

Two ways where you can find this:

Under Apply to Colleges home page:



OR if you are already in the Colleges I am applying to page, scroll down and hit the letter of rec link:



Where can I find and submit my BRAG Sheet:

Under the ABOUT me Tab on the top right hand corner, go to My Surveys (COUNSELOR TIP: Remember to fill it out on a WORD Document first. When you have completed the BRAG sheet, copy and paste it to the Survey in Naviance. Naviance will time you out and not save your survey after ONE hour so please do this in WORD DOC BEFORE hand)

The screenshot displays the Naviance Student dashboard. At the top, a dark teal header contains the Naviance logo and the word 'Student'. Navigation links include Home, Courses, Colleges, Careers, About Me, and My Planner. A red arrow points to the 'About Me' link. Below the header, the user's profile is shown with a circular avatar containing the initials 'LS', the name 'LINH SNYDER', and 'Class of 2021'. A dropdown menu is open under 'About Me', listing options: Home, My Account, My Stuff, My Assessments, My Surveys (highlighted in yellow), and Postsecondary Plans. A green confirmation banner at the top of the main content area reads 'Confirmation: 1 colleges successfully added'. Below this, two panels are visible: 'My Surveys' and 'My Assessments'. The 'My Surveys' panel shows 'Surveys Progress' and the message 'You haven't started any Surveys yet.'. The 'My Assessments' panel shows 'Assessments in Progress' and the message 'You haven't started any assessments yet.'.