WHAT IS NAVIANCE?

Naviance is a college and career readiness software that enables self-discovery, career exploration, academic planning, and college preparation for YPS students. Seniors can complete some of their applications in Naviance.

Students are required to do the following on Naviance:

- Connect your Common App to Naviance (if using Common App)
- Input all colleges you applied to and indicate which type of application you used
- Update all college decisions on or after May 1st (Decision Day)

How to log in to Naviance:

- Go to student.naviance.com
- Choose the Single Sign-On Option
- Use your YPS email address and password to log in

How to add a college to your "Colleges I'm Thinking About" list:

- Click on the "Colleges I'm Thinking About" tab
- Click on the link "add colleges to list"
- Click on the link "lookup"
- Select college under "college picker" or type name of college in search box
- Click on "add college"
- College will appear on your list

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- Common application then follow the steps below

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HOW TO GET STARTED WITH THE COMMON APP?

In order to match your common application with your Naviance account you MUST first sign the FERPA Waiver in your Common Application

Register for an account on the Common App (commonapp.org)

- Add at least one college to the "MY COLLEGES" section
- You MUST first complete the "EDUCATION" section in the common application
- then follow the steps below

Sign the FERPA Waiver (you will only have to do this once)

- After completing the "EDUCATION" section click on a college in your list and
- Select "RECOMMENDATIONS AND FERPA"
- Click on "RELEASE AUTHORIZATION"
- Check necessary boxes
- Sign and submit

Connect your Common Application to Naviance

*** Do not invite recommenders in this section. All letters of recommendation will be uploaded onto Naviance***

- Login to Naviance at student.naviance.com using your YPS email and password
- Click on the "COLLEGES" tab then click on "COLLEGES I'M APPLYING TO"
- Click on the pink banner at the top of the page that says "Match Accounts"
- You will be prompted to log into the Common App. Do so and agree to match the accounts
- Press Continue
- The schools from your Common Application will now automatically appear in Naviance

What's next...

- For non-Common App schools, you should add schools by clicking the pink plus sign at the top of the page
- Manually search for the school and follow the prompts