

## **2021 NAVIANCE & TEACHER RECOMMENDATION LETTERS**

### **2 STEP PROCESS**

- **Common App Teacher Evaluation** (completed on Naviance)
- **Recommendation Letter** (the letter you create and save)

### **How to sign in to Naviance**

- **Sign in to Naviance using SSO (with district login)**
- If not - <https://id.naviance.com/>
  - Click on blue icon (bottom right) “Sign in with Naviance ID”
  - If you do not remember your username & pw, click “don’t remember password” recovery info will be sent to email that’s on file (usually school email but can be personal email)

### **Once you are signed into Naviance**

- Your Naviance Teacher Desk dashboard should appear when you login. The default view shows all recommendation letter requests that you haven’t yet acted on, at all or in part. **NEW THIS YEAR: Students MUST request a letter of recommendation from you through Naviance for them to appear on your Naviance Teacher Desk dashboard.**
  - If a student needs instructions for requesting your letter of recommendation through Naviance, you can share these steps with them:
    - Match you Common App and Naviance (instructions [here](#)) or manually add at least one college to Colleges I’m Applying To on Naviance
    - Login to Naviance through SSO or using password
    - Click on Colleges at the top right
    - Under Apply to Colleges, click on Letters of Recommendation
    - Click on Add Requests, then Select a Teacher
    - Click on Select All colleges
    - Type a short note, such as, “Thank you for helping me with my college process!”
    - Click Submit Request
- Click on student’s name to open the Student Request page. Follow steps 1 to 3 on screen:
  - a. Click on Prepare Common App Teacher Evaluation Form, complete form and click on “Save.”
  - b. Click on Upload Letter of Recommendation, “Choose File” and select your letter.
  - c. Click on Submit Files.