For Students: How to log on to your Naviance account!

You can access Naviance using your YPS (Yonkers Public School/District) login and password by using the "Single Sign On" aka "SSO" option. Go to <u>https://student.naviance.com/</u> and type in the zip code of your high school. You will see a page that looks like this: Select the "Student" option.



Choose the green "Continue with Single Sign On" option and enter your YPS ID (your district login) and password. You will then be logged into your Naviance account!

For Students: How to link your Common App to Naviance

- 1. Login to Common App. When creating an account, make sure you use a PERSONAL email address and not your YPS email address.
- 2. Click on "Common App" tab
- 3. Click on "Education" on left column
- 4. Under current/recent secondary high school search for Lincoln High School and add it

ONCE THE STEPS ABOVE ARE COMPLETE: Sign your FERPA Release Authorization form

- 1. Go to the My Colleges tab
- 2. Select any of the schools that you have added and are applying to
- 3. Go to the Recommenders and FERPA section.

My Colleges	Common App College Search Financial Aid Resources					
My Colleges	Recommenders & FERPA					
Gonzaga University 🔺						
College Information	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.					
Questions	Learn more about FERPA					
Recommenders and FERPA	Complete Release Authorization					
Review and Submit - Common App						

- 4. Under FERPA Release Authorization, click Complete Release Authorization.
- 5. Read the text on the next screen and click the box to agree.
- 6. Sign your full name in the signature box and date it using the calendar. Note: You only do this step one time

STUDENTS DO NOT GO BACK TO THIS SECTION AND REQUEST RECOMMENDATION LETTERS THROUGH COMMON APP. REQUEST LETTERS OF RECOMMENDATION FROM YOUR TEACHERS ON NAVIANCE AND GIVE THEM A BRAG SHEET OR RESUME IN PERSON!

LAST STEPS:

- 1. Log in to Naviance using the instructions above.
- 2. Click on "Colleges I'm applying to"

Colleges I'm applying to									
It looks like you are not convertly able to apply to Contense App achools. Match your Common App actount to Naviance Student accent to get started.						4	Match Accounts		
				B Mary	ege Transcripts	Application &	Aliesbones 🤞	a Company Ma	
			 extended profile available 				+	EQUEST TRANSCRIPTS	
College	Туре	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 💽	Application		

- 3. Click on "Match Accounts" on the top right corner highlighted in pink
- 4. You will be prompted to enter the email and password you use to sign onto Common App
- 5. Click on submit and agree to giving Naviance authorization