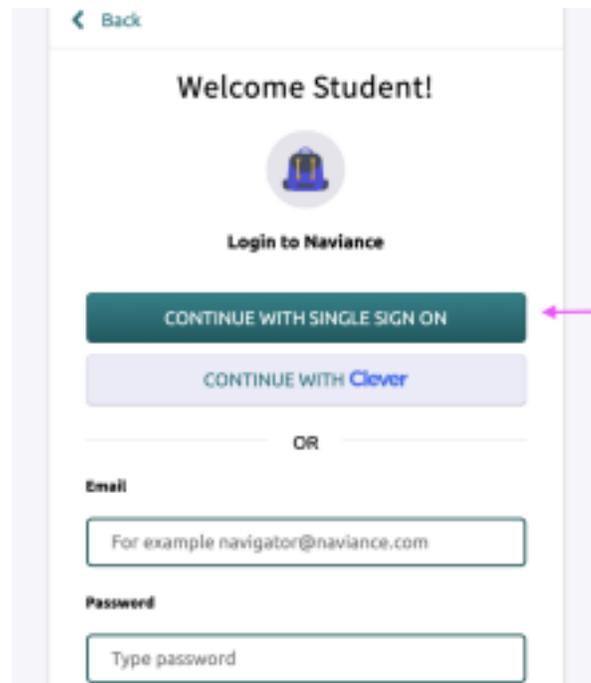
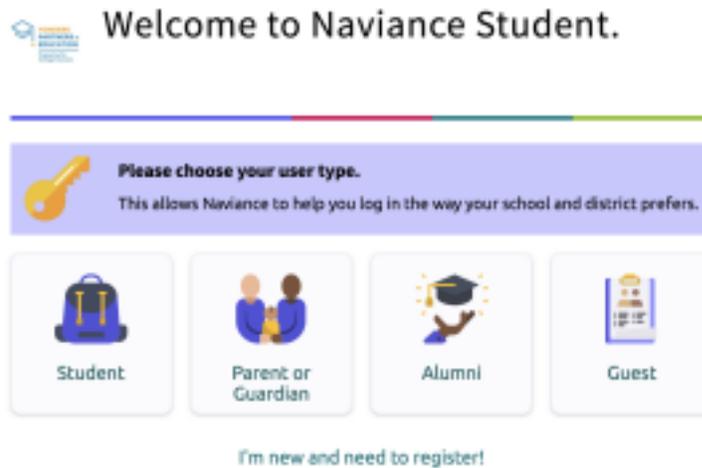


For Students: How to log on to your Naviance account!

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 <https://student.naviance.com/> and type in the zip code of your high school. You will see a page that looks like this: Select the "Student" option.



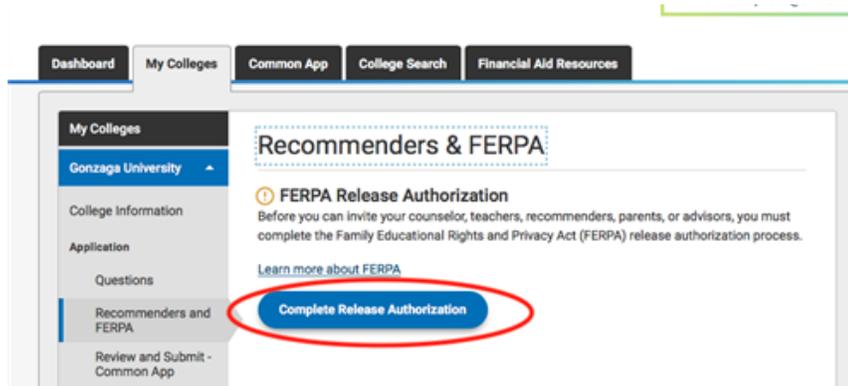
Choose the green "Continue with Single Sign On" option and enter your YPS ID (your district login) and password. You will then be logged into your Naviance account!

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.

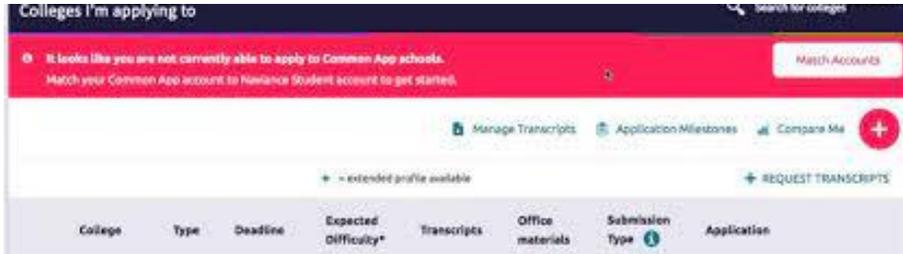


4. Under *FERPA Release Authorization*, click *Complete Release Authorization*.
5. Read the text on the next screen and click the box to agree.
6. Sign your full name in the signature box and date it using the calendar. Note: You only do this step one time

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”



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