

Naviance Family Connection: College Application Process – Step by Step – Student

Kittatinny Regional High School uses Naviance Family Connection to help our students and staff complete a seamless College Application Process. We will be using Naviance eDocs to submit most of your required paperwork for college applications. We can submit official transcripts, Secondary School Reports (SSR), school profile, counselor letters of recommendation, and teacher letters of recommendation. Naviance delivers to over 1000 colleges.

The following steps are mandatory for those students pursuing a 4 year education:

1. Login to your Naviance account by going to www.krhs.net, clicking the Guidance tab, selecting Naviance on the left side, and then clicking the blue Family Connection button.
2. Click on **Colleges**.
3. Click on **Colleges I'm Thinking About**.
 - a. Click "add colleges to this list"
 - b. Find the college you are considering applying to using the lookup link by keyword. You can search for colleges by typing in the name, clicking on an alpha character, by state or going through the college quick list.
 - c. Click on the college and it will populate the box (repeat steps b & c to add additional colleges).
 - d. When college(s) are added click **Add Colleges**.
4. Once you have decided on the schools you are going to apply to go back to your **Colleges I'm Thinking About**.
 - a. Check the box next to the college where you are planning to apply.
 - b. Click the box at the bottom that says **Move To Application List**.
 - c. Choose the **Application Type** (RD-Regular Decision, ED-Early Decision, EA-Early Action, etc).
 - d. Only check the box **I have Submitted My Application** if you have already completed and sent your application. You will be able to edit this at a later time if you have not applied yet.
 - e. Then click **Add Applications**. This will move these schools to the **Colleges I'm applying to** list.

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- d. A list of all the schools in your “Colleges I’m applying to” list will now appear. Check the box that says “I’ve submitted my application” for the appropriate schools. You can also update application deadlines, results and interests here. (see below)

X CANCEL **Edit College Application**

Centenary University (NJ)

Have you submitted your application?

☐ I've submitted my application

I'll submit my application

☒ Via Common App

☐ Direct to the institution

☐ I'm not sure yet

College Deadline

No Date

Counselor Override

Not Applicable

App type

Regular Decision

Result

Unknown

Waitlisted/Deferred

N/A

Interest

N/A

Format

N/A

Check here to show your application has been submitted.

Save College Application

- e. Click **Save College Application** at the bottom of the page when you are finished.

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8. You must submit a Kittatinny Supplemental Request for each school you apply to AKA a "Golden Ticket." (Can be picked up in Guidance or found on the Guidance website)

Kittatinny Supplemental Forms Request
(for 2 or 4 year colleges)

Student's Name: _____ Application Deadline Date: _____

Please answer the following questions by checking one of the choices (You MUST answer yes to all questions in order for materials to be submitted):

- ✓ Did you submit your application? Yes No
- ✓ Did you mark your application as submitted on Naviance? Yes No
- ✓ Did you request Letters of Rec. from your teachers through Naviance? Yes No
- ✓ Are all your letters of Rec. marked as submitted on Naviance? Yes No
- ✓ Did you e-mail your resume to Mrs. Butler (b.bulter@kittatinny.edu)? Yes No
- ✓ Did you request your test scores to be sent through www.collegeboard.org/sat/score/send and/or www.collegeboard.org/sat/score/send? Yes No

Name of College: _____

Address of school where information is to be sent (for name to double check this):

List any special requirements:

Notes: If your school does NOT accept electronic forms, specify it in story under special instructions. Your supplemental forms will be mailed here and we will mail accordingly.
Requests for supplemental forms will be completed within 10 school days of data received.

Data Received by Counselor: _____

9. When you receive a decision from the college, click the **Colleges** tab and **Colleges I'm applying to**.

a. Click the pencil under the Edit column to update your status. (see below)

✕ CANCEL

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College Deadline

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Result

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Waitlisted/Deferred

N/A

Interest

N/A

Format

N/A

Save College Application

b. Update your **Results** for each school (Accepted, Waitlisted, etc.).