Quick Cheat Sheet to



Logging on

* Go to [www.northcountyhs.org](http://www.northcountyhs.org)
* Click **Academics**
* Scroll down, and click **Counseling Office**
* Click **Naviance** (on right menu)
* Click **Naviance Website**
* Enter your student ID number for your username and your password is your student id number

College Visits

* Click **Colleges**
* Under College Visits, click **view all upcoming visits**
* Click **sign up** for the colleges you’d like to learn more about, and then **sign me up**

Transcripts

* Click **Colleges**
* Click **Colleges I am apply to**
* Click **+ add to this list** to add each school you’re applying to
* Click **look up**, and type in name of school
* Click **Add Colleges** at the bottom
* This list must match the Transcript Request Form
* **Turn in the completed form to Ms. Davis with $2 per transcript. Transcripts will NOT be sent until form and money have been turned in.**

Requesting Teacher Recommendations

**Note: You should ask your teachers in person before submitting these requests**

* Click **Colleges**
* Click **Colleges I am apply to**
* Scroll down and under Teacher Recommendation, **click add/cancel requests**
* Use drop down menu to find your teacher
* Click **Update Requests**

Linking to Common App

By linking your Naviance account to Common App, it enables your counselor and teachers to upload and send recommendation letters and transcripts

* Click **Colleges**
* Click **Colleges I am apply to**
* Enter e-mail address you used for the Common App and birthdate (this must be exact)
* Click **Match**

**On Naviance you can also research colleges, careers, scholarships, and take personality and career interest inventories.**