

Quick Cheat Sheet to



Logging on

- Go to 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.