

New Trier Post-High School Counseling Quick Tips for Accessing Naviance

- Go to New Trier's webpage www.newtrier.k12.il.us/
- At the top of the page next to the question mark, let your cursor hover over *Students*.
- From the list, click on *Naviance*, enter your username (email address) & password. Please note that if you forget your password, you can reset it yourself here.

Getting started: newsletters & notices

- Monthly newsletters from post-high school counseling and notices about colleges on your list that are visiting NT will show up on the main page and go directly to your email; if you registered in Naviance and are not receiving these, check your spam filter.
- Previous newsletters and notices may be found at the upper right-hand corner of your home page under *Messages* or on the PHSC webpage.

Check yourself out

- Under the *Messages* area, click on *About Me*.
- Clicking on *My Account* and then scrolling to the bottom shows your weighted and unweighted grade point averages.
- GPA's are updated every semester, not quarter.

Where are my test scores?

- They will take a long time to be entered – high schools are last on the list to be sent scores, so plan to wait at least 6-8 weeks after you test to see your scores.
- Score can be found by clicking *About Me*, then *My Stuff*, and then *Test Scores*.

Searching for colleges:

- At the upper, right-hand side click on *Colleges*.
- Under *Find Your Fit* click on *Advanced College Search*.
- Fill out the survey to find college matches.
- Another way to get to the survey is to click on *Colleges* then *Home* - scroll down to *Advanced College Search*.

Creating a college list:

- Click on *Colleges*.
- Click on *Colleges I'm Thinking About*.
- Click on *Add Colleges to List*.
- Click on *Lookup By* to find colleges.
- To save selections, click in the box next to the college names you wish to keep, scroll back up and click on the heart marked *Favorite*.

Student accounts can delete options, but parental accounts cannot!

- To delete a college, click on the box next to the name, and scroll up and click on *REMOVE*.

- Scores can be found by clicking *About Me*, then *My Stuff*, and then *Test Scores*.
- Your NT counselor will add college suggestions for you to consider and investigate under *Colleges I'm Thinking About*
- Clicking on the college name provides access to admission data and the website
- You can also get there by clicking on *More* to the right of each college name.

Can I get in – Naviance scattergrams?

- Scattergrams compare your GPA and test scores with the numeric *average information from NT grads at the end of 8 semesters*. **Remember it's an AVERAGE, not a bottom line.**
- Remember that sometimes students get in for reasons other than academics; they might be recruited athletes; dancers or actors who auditioned their way in, or; their parents may have attended that school – when that matters.
- Your information is confidential; college reps cannot access your Naviance information.

My college was deleted!!! What happened?

- In your senior year once you submit a transcript request form to post-high school counseling, your college moves from *Colleges I'm Thinking About* to *Colleges I'm Applying To*.
- For colleges to show up in the *Colleges I'm Applying To* section, a transcript request form must be filed in New Trier's post-high school counseling office.

How can I track my transcripts' progress?

- Once you submit a transcript request form, go to *Colleges I'm Applying To*.
- At the top, click on *Manage Transcripts*.
- You can see when you turned in your request and when it was mailed or uploaded.

*If you are applying to these colleges and a growing list of others, please complete a transcript request form but know that they will be listed as **Pending in Naviance until you decide to enroll there:** The U. of Illinois, the U. of Iowa, Iowa State, the U. of Kansas, Montana State U., the U. of Montana, the U. of Nebraska, the U. Cal system, U. of Washington.*

Need to update a college about something?

- A change in your academic schedule, a terrific set of quarter grades, or a new honor you have earned after you have applied can be added to your submitted applications.
- Unless colleges provide specific guidelines about how often and/or how to update your application folder, you can contact college reps through Naviance.
- Go to *Colleges I'm Applying To* and click on a college name.
- In the upper-right hand side of the next page, click on *Communicate*.
- Then click on *Get in Touch with my Representative*.
- The email that pops up goes directly to that individual from the email you use in Naviance.
- You can cut and paste the email to use for other colleges as well!

Reminders

- Students need to check their email accounts or the “Already Applied” section of each college website to create accounts through which colleges will communicate admission decisions with them.
- Check email and admission accounts weekly.
- If you have questions, please see your post-high school counselor.