



Student FAQ Sheet

How do I log on?

Log on to Naviance by following these simple steps:

1. Go to the Naviance website: www.naviance.com
2. Click on the red “SIGN IN” link found on the upper right hand corner of the page.
3. Select the option, “Students & Families Sign In”
4. You will be asked to enter you school’s postal code. Audubon High School’s postal code is 08106.
5. Select “Audubon High School”
6. You will be connected to the Naviance Family Connection log in screen

From the log on screen, enter the following information:

Naviance username: (your Naviance username is the same username as your AHS computer username)

Naviance password: (your Naviance password is the same password as your AHS computer password)

If you have trouble logging on, see your Guidance Counselor.

Once you log in be sure to check your inbox for important new messages from the guidance office. These messages contain important announcements regarding college visits and fairs, special programs and scholarship announcements!

Where do I start?

- A great place to start the college search process is on Naviance under the “About College” section.
- Click college search and narrow down the matches by type, location, students, admission, athletics, majors, costs and special programs.
- Once this is complete you will be able to view schools that match your specific criteria.
- Review your matches by looking at the specific web-sites, contacting the admission offices, and visiting the schools you are thinking about applying to! If visiting the campus is a problem, check the college website for a virtual tour video.
- Remember that various admission representatives will be visiting Audubon High School in the fall. Check the college visit schedule.

How do I sign up for college representative visits?

1. Log on to your Naviance account
2. Click on the “colleges” tab at the top of the screen
3. On the right hand side of the “my colleges” box (under the “colleges” tab), you will see an abbreviated list of upcoming college visits. Click on “view all upcoming college visits” to access the sign up page.
4. Next to each college name on the college visits list, you will see a “sign up” link. Click that link and then click on the “Sign me up” box. Once a green confirmation box appears, you are signed up to attend.

REMEMBER – You can sign up for up to three college visits a month. Choose your visits wisely.

How do I request a transcript for a college application?

1. Log on to your Naviance account
2. Under the “Colleges” tab, click on the link, “Colleges I’m Applying to”
3. Click on the link “request transcripts”
4. To enter a college you must click “lookup” – this will allow you to search colleges by name and insert them into your transcript request.
5. Once you have entered all the colleges you need transcripts sent to, click “Request Transcripts”.
6. Once we receive your transcript request(s) we will electronically submit your transcripts to each school. If any of the colleges you are applying to do not accept electronic submissions, we will print a hard copy of your transcript and mail it to the school.

How do I link my Common Application account to your Naviance account?

1. Log on to your Naviance account
2. Click on the “Colleges” tab and then click on the “Colleges I’m Applying to” link.
3. Read the directions and follow the steps in the “Common App Account Matching” box.
4. Type in the email address you used to create your Common App account as well as your date of birth and click on the “MATCH” button.
5. If you encounter an issue matching your accounts, please stop down to see your counselor ASAP.