**Naviance Instructions**

1. Apply to your college(s) through their application portal or through Common Application\*.
2. Send your test scores to your college(s) from the SAT and/or ACT websites.
3. Log on at school to your Naviance account through the [www.cobbk12.org](http://www.cobbk12.org) website (go to Find It Fast at the top and then click on Naviance) or log on from home using your Office 365 login.\*\*
4. Click on the “Colleges I’m Applying To” link and add each college by clicking on the red “+” sign. Click on “Add Application.”
5. If a Teacher recommendation is needed, add Teachers as Recommenders (Make sure to talk to your teachers as well!)
6. Go to the Counseling Office and request a transcript to be sent to each college. Cost is $2 each.

\*If using Common Application you must click on one school (under “My Colleges”), and waive your FERPA rights. Then go to Naviance and click the “Match” button to transfer your Common App schools to Naviance.

\*\* Office 365 login:

[firstname.lastname@students.cobbk12.org](mailto:firstname.lastname@students.cobbk12.org)

Password: Password you use to logon to a school computer.

QUESTIONS? SEE YOUR COUNSELOR.

**To request and pay for an official transcript be sent to a college:**

**\*\* YOU CANNOT REQUEST A TRANSCRIPT WITHOUT FIRST ADDING YOUR COLLEGE(S) TO NAVIANCE!\*\***

* Add your school/s that you are applying to, to your Naviance account.
* After adding the school/s, go to the North Cobb High School Counseling Office
* Request a transcript via the front desk clerks
* Complete transcript record card.
* Pay $2.00 per school.