



## Accessing Naviance

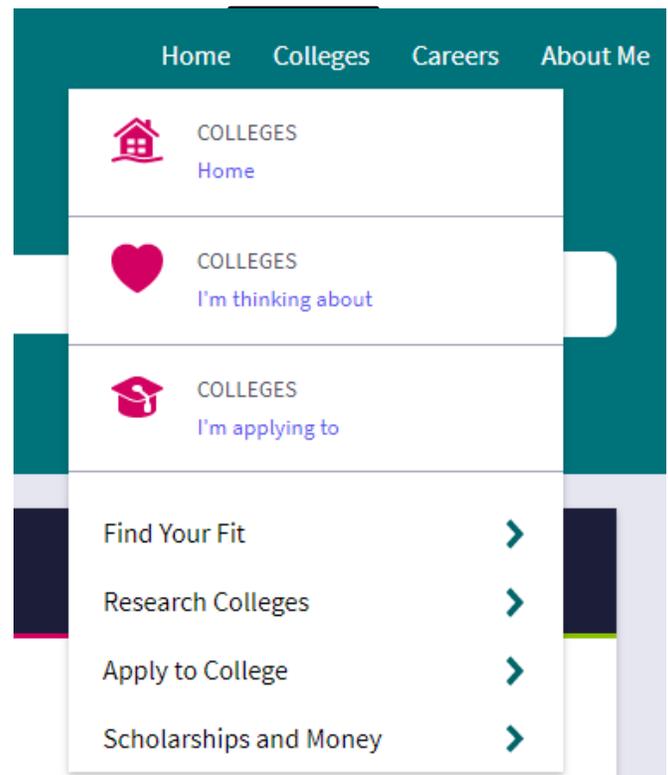
1. Go to [student.naviance.com/twhs](https://student.naviance.com/twhs)
2. Enter TW's Zip Code - 43085 - and choose Thomas Worthington High School
3. Choose your "user type" which is Student
4. Your **Username** is your Infinite Campus Username (example: KS0123)
5. You need to reset your **Password** by hitting "forgot password"
6. Once you have reset your password, you are good to login!
  - a. *Please write down your password in your notes or somewhere you will remember where to find it for future reference!*

## Using Naviance

Seniors need to utilize the **Colleges** tab in the upper right hand corner of the homepage.

From **Colleges: Home**, scroll down to the bottom left corner of the page to utilize the "**Apply to Colleges**" page.

Click on "**Colleges I'm Applying To**" to create your list of colleges.



In order to **request transcripts**, click on the pink plus sign in the right hand corner of the page. Then, you will choose which college you are applying to, indicate your application type (early action, early decision, regular decision) and how you're

Naviance | Student Home Colleges Careers About Me My Planner

Colleges I'm applying to Search for colleges

✓ Your Common App account has been matched.  
Your FERPA status is not waived. You're ready to apply to colleges using Common App.

Manage Transcripts Application Milestones Compare Me +

\* = extended profile available + REQUEST TRANSCRIPTS REMOVE

College that I'm attending:  
N/A Update

applying (common app, directly to the institution, etc). You should choose “initial transcript” and do not need to request additional materials.

### Common App Matching

You will link your Common Application to Naviance through the Common App Account Matching process located on the top of the College page on Naviance. You can also watch this [YouTube Video](#) which shows you how to complete your FERPA Waiver on Common App and link your Common App and Naviance accounts.

### Counselor Recommendations

If you are requesting a counselor recommendation (some colleges REQUIRE one, but most do not), you must schedule a Senior Interview with your Counselor at least 10 days before your deadline but preferably as early in the year as possible. For any teacher or counselor recommendation, please provide a copy of your resume so that we can write the best possible recommendation for you. Counselor letters of recommendation are *not* requested through Naviance.

### Teacher Recommendations

Under **Apply to Colleges**, you will see a **Letters of Recommendation** link. Click **Add Request** on the right hand side of the screen and you should see a menu like this:

## Letters of recommendation

### Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

#### 1. Who would you like to write this recommendation?\*

Select A Teacher ▼

#### 2. Select which colleges this request is for:\*

- All current and future colleges I add to my *Colleges I'm Applying To* list   
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges <span>^</span>	Due <span>^</span>
<input type="checkbox"/>	Ohio State University-Main Campus 0 required / 1 allowed / 0 requested	Nov 01 2020

#### 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Select the teacher you are sending the request to and be mindful of how many letters of rec each school allows. For example, OSU only allows one teacher letter of recommendation, so make sure you request the teacher that knows you best. 2-3 good letters of rec are all you need, depending on where you are applying to school.

After you have entered your colleges, you should add/cancel requests for any teacher recommendations (on the same Naviance page). Please ask your teacher ahead of time; this is the protocol of courtesy. Then in the comment box, write a simple "thank you" statement such as "Thanks for writing my recommendation! I really appreciate it!" These recommendations require a lot of time from teachers, so be sure to express your appreciation.

### Questions? Contact Your Counselor:

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