

Requesting COUNSELOR and TEACHER Recommendations through Naviance Family Connection

Logging In

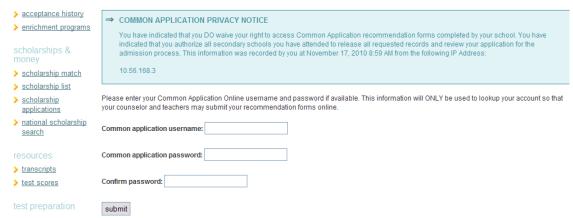
• Login to Naviance Family Connection

Requesting the Recommendation

- Select the colleges tab
- Select "colleges I am applying to"
- Make sure you have completed the FERPA consent form



- Select the "yes" bubble and check the box
- Select "submit"
- If you are using the <u>Common Application</u> be sure you have entered your common application username and password. You must do this in Naviance; otherwise no electronic submissions can be made on your behalf.



• Make sure the colleges where you are applying are in your list, if not select "add to this list"



- Scroll down to Teacher Recommendations
- Select add/cancel requests
- Scroll through the list and select your Counselor or Teacher



 You must have completed your "student brag sheet, resume, and parent brag sheet, prior to making a request for a recommendation. These items can be found in the "about me" section of Naviance.

