

# NAVIANCE USER GUIDE FOR JUNIORS & SENIORS (UPDATED 5-2016)

Naviance is the college planning tool and school document-sending program HSAS uses for college applications.

## To access your Naviance account:

- Log onto [www.hsas-lehman.org](http://www.hsas-lehman.org) - the HSAS website.
- Click the link “College/Guidance” (in the left-hand column)
- Scroll down and click the link “Naviance”
- Click: <http://connections.naviance.com/hsamstudies>
- Input your name/email and password (check “remember me”)
- You will be on your Naviance page.

**WE EXPECT YOU TO KEEP YOUR EMAIL ADDRESSES CURRENT, SINCE THE MOST-USED METHOD OF COMMUNICATION WITH STUDENTS IS VIA EMAIL.**

## How we use Naviance at HSAS:

- ◆ To research colleges - Naviance has a database of over 5300 colleges. (see below to learn how to research)
- ◆ To be notified of college representative’s visits - Each fall many colleges come to visit HSAS to meet our students. The visit schedule is continuously updated on Naviance during that time. Students can receive automatic email reminders of the college visits *in which they have shown interest* on their page.
- ◆ For data Information and comparison - HSAS alumni data from can be viewed and compared with student’s own data.
- ◆ To view standardized test scores and GPA - Each semester and as data is received, GPAs and standardized test scores are updated. Students can then compare *their current* academic profile with those of HSAS alumni (alumni data is anonymous). *Note: AP score data is not updated or uploaded.*
- ◆ To transmit documents to colleges - Transcripts, letters of recommendation, school profile, report cards, midyear grades and final transcripts. (STUDENTS MUST PROPERLY POST COLLEGES TO THEIR NAVIANCE ACCOUNTS IN ORDER FOR PROPER DOCUMENT TRANSMISSION).

## How to search for colleges using Naviance:

- \* Click the “colleges” tab. In the College Research section, click “college search”
- \* Click each criterion *that interests you* - to narrow the results into a usable list. Note: Each section does not require an answer... i.e.: if you have no religious or athletic preference, don’t check those boxes.
- \* Click “next” at the bottom of each page until you have completed all sections. (*For ease of future use and retrieval, searches should be saved and labeled: schools, major considered, dates of searches, etc.*)
- \* From your list of matches, **click a college name to view its profile**. Pick from the list to compare similar colleges (based on the search criterion used), and add to your prospective colleges list (colleges I am thinking about).
- \* On the individual college page, view the “scatter grams” feature. It visually displays the number of applications submitted to a particular college for much of the school’s history. You will also see the mean SAT score and GPA for students accepted from HSAS. (You can use the drop down menu to change to ACT score)
- \* From this page, you can also view “School Stats,” “overlaps,” and “graphs.” This will provide you with information that is *exclusive to HSAS and relevant to you*. You can also view **general admissions (please click on the grey bar that says ADMISSIONS)** information about the college, including a link to the individual college’s web site. A word of advice: always consider each college’s GENERAL acceptance rate. (For example, Wesleyan’s acceptance rate is 23.91%, Columbia University 6.95%, Syracuse 53.23%- Hobsons-2016).