

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 website (go to Parents-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.
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.

QUESTIONS? SEE YOUR COUNSELOR.