Naviance 101 for Seniors

Naviance Student Login – ALWAYS Login using CLEVER

Website to login
1. Go to https://student.naviance.com
2. Enter zip code for school
   a. 30032 – Columbia High School and Columbia High School
   b. 30034 – Southwest DeKalb High School
3. Click “Login with Clever”
4. Log into your Active Directory Clever account
5. Type in “Naviance” in search bar OR scroll down until you see the CTAE Directory & click the Naviance App
6. A window will open and you’ve successfully logged into Naviance

OR

Chromebook Login
1. Log into Launchpad
2. Log into your Active Directory Clever account
3. Type in “Naviance” in search bar OR scroll down until you see the CTAE Directory & click the Naviance App
4. A window will open and you’ve successfully logged into Naviance
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How to “Request a Transcript”

1. Login to Naviance (See above)

2. Click “Colleges” at the top of the home screen

3. Click “Colleges I’m Applying To”

4. Click

5. Select
   a. College applying to
   b. Method of application submission
   c. Check box if you have submitted an application
   d. Select to send Transcript
      i. Initial/Midyear

6. Click “Add and Request Transcript”

How to “Request a Letter of Recommendation”

1. Login to Naviance (See above)

2. Click “Colleges” at the top of the home screen

3. Click “Colleges I’m Applying To”

4. Click “letters of recommendations sections”

5. Click “Add Request”

6. Select teacher(s) and which applications for the recommend