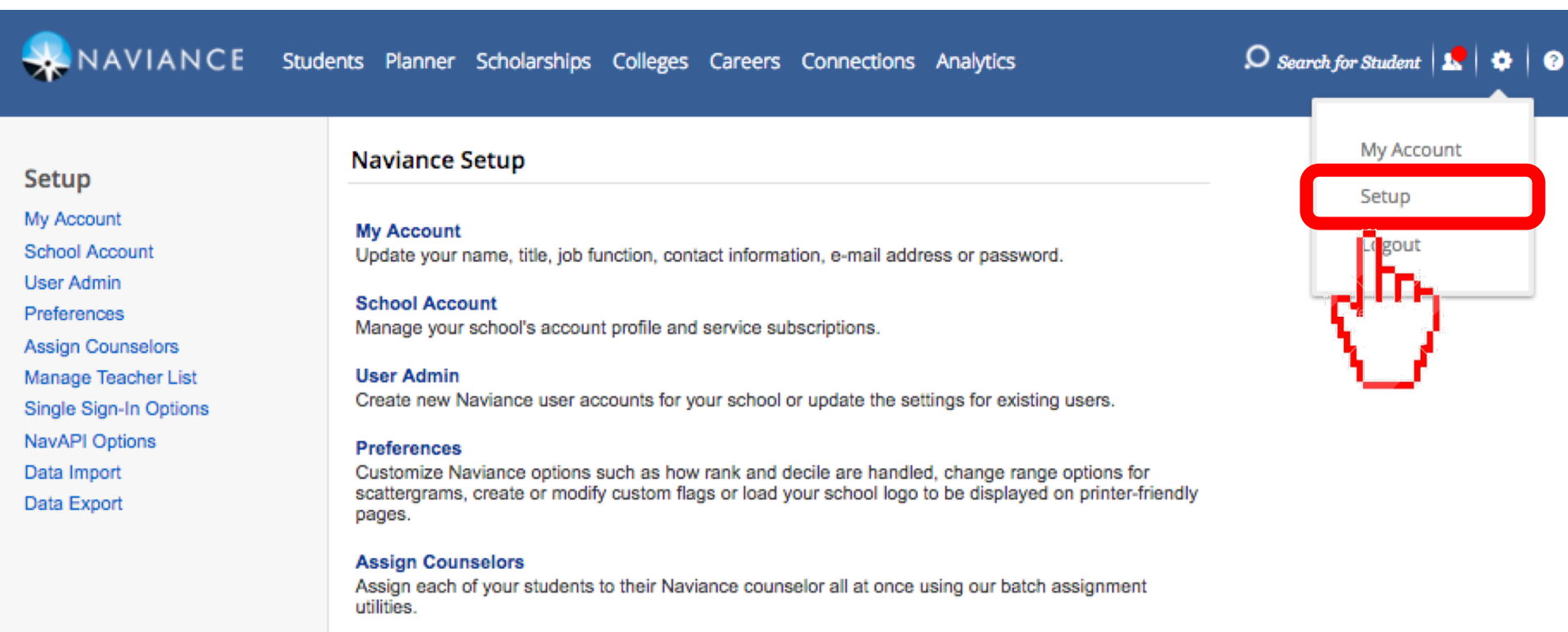


1. Go to Settings (⚙️) and select “Setup”



The screenshot displays the Naviance website interface. At the top, a dark blue header contains the Naviance logo on the left and a navigation menu with links: Students, Planner, Scholarships, Colleges, Careers, Connections, and Analytics. On the right side of the header, there is a search bar labeled "Search for Student", a user profile icon, a gear icon for settings, and a help icon. Below the header, the main content area is divided into two columns. The left column, titled "Setup", contains a list of links: My Account, School Account, User Admin, Preferences, Assign Counselors, Manage Teacher List, Single Sign-In Options, NavAPI Options, Data Import, and Data Export. The right column, titled "Naviance Setup", contains four sections: "My Account" (Update your name, title, job function, contact information, e-mail address or password.), "School Account" (Manage your school's account profile and service subscriptions.), "User Admin" (Create new Naviance user accounts for your school or update the settings for existing users.), and "Preferences" (Customize Naviance options such as how rank and decile are handled, change range options for scattergrams, create or modify custom flags or load your school logo to be displayed on printer-friendly pages.). Below these sections is the "Assign Counselors" section (Assign each of your students to their Naviance counselor all at once using our batch assignment utilities.). On the right side of the page, a dropdown menu is open, showing options: My Account, Setup (highlighted with a red rectangle), and Logout. A red hand cursor icon is pointing at the "Setup" option.

NAVIANCE Students Planner Scholarships Colleges Careers Connections Analytics

Search for Student | [User Icon] | [Gear Icon] | [Help Icon]

Setup

- My Account
- School Account
- User Admin
- Preferences
- Assign Counselors
- Manage Teacher List
- Single Sign-In Options
- NavAPI Options
- Data Import
- Data Export

Naviance Setup

My Account
Update your name, title, job function, contact information, e-mail address or password.

School Account
Manage your school's account profile and service subscriptions.

User Admin
Create new Naviance user accounts for your school or update the settings for existing users.

Preferences
Customize Naviance options such as how rank and decile are handled, change range options for scattergrams, create or modify custom flags or load your school logo to be displayed on printer-friendly pages.

Assign Counselors
Assign each of your students to their Naviance counselor all at once using our batch assignment utilities.

My Account
Setup
Logout

2. Select “eDocs”

 NAVIANCE

StudentsPlannerScholarshipsCollegesCareersConnectionsAnalytics

Search for Student



Setup

My Account

School Account

User Admin

Preferences

Assign Counselors

Manage Teacher List

Single Sign-In Options

NavAPI Options

Data Import

Data Export

Naviance Preferences

Application Flags

Application Flags allow you to track special characteristics about a college application such as legacy status. Naviance has some standard application flags already built in, but you may also add custom flags just for your school.

Application Milestones

Application milestones are specific steps in the application process that you can define for each application in Naviance. Once you define these steps, you can then use the "milestones" section of the Colleges tab in the Student Folder to update and monitor progress for each step. You can also use the "application manager" in the Home section to keep track of which steps have been completed.

Scholarship Milestones

Scholarship milestones are specific steps in the scholarship application process that you can define for tracking scholarship applications in Naviance. Once you define these steps, you can then use the "milestones" section of the Scholarships tab in the Student Folder to update and monitor progress for each step. You can also use the "scholarship manager" in the Home section to keep track of which steps have been completed.

eDocs

Adjust settings or opt-out of the Common Application integration.

Plan Milestones

Plan milestones are specific academic, career and college planning steps that each student in your school should complete from grade 9 through graduation. Once you define these steps, you can monitor and update a student's progress in the Plan section of the Student Folder.

3. Turn OFF both “Common App Integration” and “Update Active Applications List”

Setup

[My Account](#)
[School Account](#)
[User Admin](#)
[Preferences](#)
[Assign Counselors](#)
[Manage Teacher List](#)
[Single Sign-In Options](#)
[NavAPI Options](#)
[Data Import](#)
[Data Export](#)

eDocs Settings

Common App Integration:

Status: Common App integration is **ON**.

You are currently set up to track and send supporting documents for applications to Common App schools via **Naviance eDocs**.

Check box →

☒ I want to turn off Common App integration and track and send documents to Common App colleges **directly in Common App**, not via Naviance eDocs.

Important: if you elect to turn off Common App integration, any forms and documents that have been sent to Common App from Naviance eDocs **will be deleted by Common App**. You will have to resubmit those forms and documents again directly in Common App.

[Turn Off Common App Integration](#)

Update Active Applications List:

Turn **ON** to automatically add colleges to students' active applications list from their Common App account.

Status: On [Turn Off](#)