

# CHARLESTON COUNTY SCHOOL DISTRICT

# NAVIANCE

## WHAT IS NAVIANCE STUDENT

WAHS has partnered with Naviance to provide a variety of tools for student achievement through academic planning. These tools are located in Naviance Student, which provides a website for students and families to access online resources and collaborate on college and career readiness activities.

## WHAT CAN STUDENTS DO IN NAVIANCE

Students can research colleges, scholarships, and careers, in one location. They can also create individual plans that can be linked to college and career readiness. For college and career readiness, students can request transcripts for college applications as well as complete career assessments and perform college and career searches. Students can also create goals and track associated tasks and activities.

### Logging into Family Connection

Follow the steps below to log into Family Connection:

1. Go to <https://student.naviance.com/westash> or login through CLEVER
2. Your **Username** is your ccsd student username
3. ex. (bbbeee1234). You will have to click forgot password to be emailed your password.
4. Click the **Log In** button.

## Requesting Transcripts

**NOTE: You must indicate the application type/how you are applying. DO NOT list "unknown" for how you are applying. Transcripts cannot be processed if unknown is selected.**

Request your transcript from the Colleges tab. Requests can take 3 to 5 days to process.

### Transcript request:

1. Click the **Colleges** tab.
2. Select Colleges **I'm applying to**
3. Click + Request Transcripts
4. Check the "initial" box
5. Drop down arrow and start typing your college name or select the college/colleges to send your transcript
6. Click request transcript and done.
7. Processing your transcript may take up to 5 days, so please request in advance.

**OR**

1. **Colleges I'm thinking about**
2. Add colleges to list- use lookup by keyword and type the name of the college or university
3. Click inside the heart to highlight, clock back button
4. Move to application list
5. Check if you have already sent application
6. Select add and request transcripts

**\*\*If you are applying to a COMMON APP school, you MUST complete your transcript request through COMMON APP by sending your school counselor an invite to COMMON APP. DO NOT request COMMON APP transcripts through Naviance**

### Senior tasks to complete as a part of senior check out process:

#### 12<sup>th</sup> Grade: Tasks to complete:

1. Click the **Planner** tab.
2. Click the **Tasks**
3. **Click Tasks Assigned to Me** tab.
4. Required tasks are indicated with a calendar icon.
5. Click a task to see detailed information.
6. **Complete tasks by May 20, 2022**

#### Tasks to complete:

1. **Complete Add colleges to "Colleges I'm Thinking About"**
2. **Build Résumé** (if not completed in grade 11)
3. **Complete Game Plan Survey**
4. **Complete Super Match College Search**
5. Final task to complete SENIOR Survey.