NAVIANCE – FAMILY CONNECTION
Counseling Center Website

Web Address: ssoportal.ccisd.net
Log In: Username – Enter **school email**
       Password – **Lunch Pin # (with the zeroes), scroll down to Naviance icon**

HOME PAGE:
1. **Welcome – Counselor/School information**
2. **My Favorites** – Shortcuts to colleges, careers, courses and clusters
3. **Updates** – School Announcements, located at very bottom of page
4. **Method Test Prep 2.0** – SAT/ACT free test prep program, located at bottom of page
5. **Links** – important links located at the bottom of page

ABOUT ME TAB: Complete the following items:
1. **Account** – Update current email address
2. **Academic** – GPA/Rank
3. **Resume** – Build resume using template provided – **needed for letters of recommendation**
4. **Game Plan** – Complete OR Update goals for college
5. **Surveys - Parent Brag Sheet** – Parent/Guardian **complete for letters of recommendation**
6. **Surveys - Student Brag Sheet** – Student **complete for letters of recommendation**

MY PLANNER TAB:
   Tasks Assigned to me – Required tasks -
      Create Core Value Goals and any other required tasks

COLLEGES TAB:
1. College Search – Advanced College Search
2. College Lookup – Research College by Name, State or Country
3. Super Match – College Search Engine by specific criteria
4. College Match – Compares chosen colleges
5. Colleges I am thinking about – locate college; add as favorite by clicking on the heart (move to application list before applying and ordering transcript).
6. Colleges I am applying to – "add colleges to this list"
   1. Complete Common App Acct. Matching in Pink Box **if using Common Application process**
   2. **Teacher and/or Counselor Recommendations** – scroll to bottom of screen
   3. Click on the link "letters of recommendation section" – follow steps to add request
7. **College Visits** on CCHS Campus – Show More – Register for visit
8. **Scholarship List** – Research/apply for Scholarships
9. Scholarship Match/National Scholarship – Research scholarships with specific requirements
10. **Transcripts**— You must add your college in the "College I am Thinking About" section first, it must be selected as your favorite by clicking on the heart. Select the college and move it to the "Application List". Then select Colleges I'm Applying To > Manage Transcripts > Click on plus (+) sign > option to order for college transcripts or other transcripts. **(DO NOT CLICK ON FINAL TRANSCRIPT)** *REMEMBER* request a college transcript *AFTER* you have submitted your college applications.

CAREERS TAB:
1. Explore Careers - Research Careers by keyword, alphabet, category or Holland Code
2. Explore Interests – Complete *"Career Interest Profiler" and "Do What You Are"*
3. Roadtrip Nation – View interview videos about successful career choices

College Application Process

College Application Process: (Know your deadlines)

Check the college website for application requirements, some require their own application.

Texas Public Universities: ApplyTexas – www.applytexas.org

Private or Out-of-State Universities: Common Application – www.commonapp.org
Students must work with their counselor when using the Common Application. The application, letters of recommendations, and transcripts must be submitted electronically. Students must match the Common App with their Naviance account. Make sure your email matches for both accounts. (*Request the letter of recommendations through Naviance, see below.*)

Individual College Application – Check the university website for application process.

Items needed with application:

- ✓ **Essay**, when applicable. The application will indicate which topics.

- ✓ **Letters of recommendation**, when applicable. Teachers and Counselors will need a Resume, Parent Brag Sheet and Student Brag Sheet. Request a letter of recommendation from the teacher or counselor first by asking in person. Once they have agreed, formally send a request which can be found under the College Tab - Colleges I'm applying to—Click on the link "letters of recommendation section", follow steps to add request. Click on "All Apps" when selecting your counselor. Use the note box to explain the reason for the letter and deadline needed. Allow 20 working days for the letter to be completed. (*Requested letters of recommendation will be sent electronically through Naviance <u>for Common Apps only</u>. Letter of recommendations for Public Universities or *Scholarships need to be mailed; addressed envelope must be provided.*)

- ✓ **Test Scores** (SAT—www.collegeboard.org, ACT-www.act.org) CCHS cannot send test scores with transcripts

- ✓ **Application Fee** (varies by school)

- ✓ **Transcripts**— You must add your college in the "College I am Thinking About" section first, it must be selected as your favorite by clicking on the heart. Select the college and move it to the "Application List". Then select Colleges I'm Applying To **>** Manage Transcripts **>** Click on plus (+) sign **>** option to order for college transcripts or other transcripts. **(DO NOT CLICK ON FINAL TRANSCRIPT)** *REMEMBER* request a college transcript *AFTER* you have submitted your college applications.

- ✓ **Shot Record –** Meningitis shot required

Financial Aid and Scholarships:

Free Application for Student Aid (FAFSA) – www.fafsa.ed.gov
See Scholarship Websites at clearcreek.itslearning.com/sherd/college
*NOTE – Letters of recommendation for scholarships are not submitted through Naviance, email your teacher or counselor to request and submit.