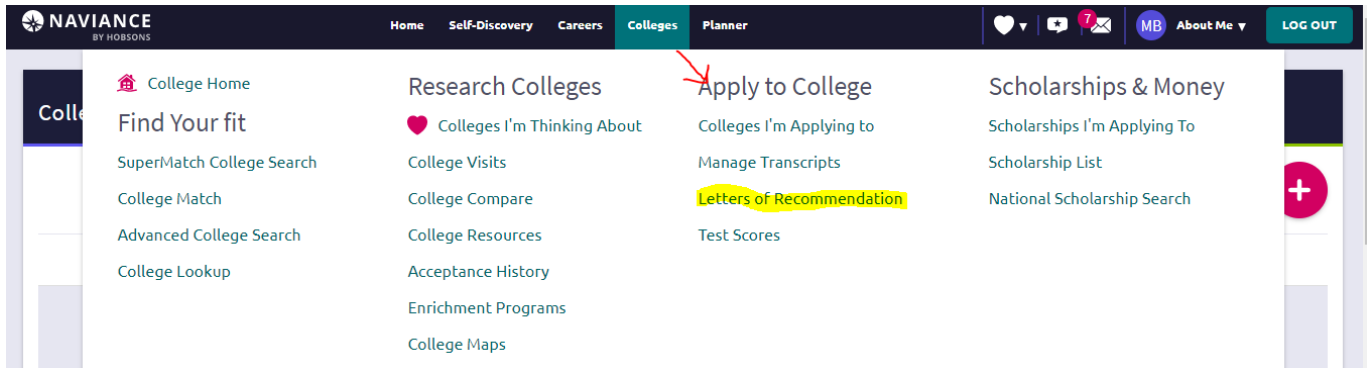


## Entering Teacher Recommendation Requests in Naviance

1. Log into Naviance
2. Click on “colleges” > “apply to college” > “letters of recommendation”. (SCREEN SHOT BELOW)



3. Click “ADD REQUEST”
4. Select the teacher from the drop down box and then select “GENERAL REQUEST”
5. Click the blue “submit request button”
6. Repeat this step for you 2<sup>nd</sup> teacher if you are requesting 2 letters.

**\*SCREEN SHOT BELOW FOR STEPS 4-6\***

A screenshot of the 'Letters of recommendation' form in Naviance. The form is titled 'Letters of recommendation' and 'Add new request'. It includes a sub-header: 'Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!'. There are two buttons at the top right: 'Cancel' and 'Submit Request'. The form has three main sections:

1. Who would you like to write this recommendation?\*: A dropdown menu labeled 'Select A Teacher'.
2. Select the recommendation request type:\*. Two radio button options: 'General request' (selected) and 'Specific request'. Below 'General request' is the text: 'Select this if you are ready to request a recommendation without selecting a specific college'. Below 'Specific request' is the text: 'Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list'.
3. Include a personal note to remind your recommender about your great qualities and any specifics about your request: A large text area for a personal note.

A red arrow points to the 'Submit Request' button, and another red arrow points to the 'General request' radio button. At the bottom right of the text area, it says '3000 characters remaining'.

You will be able to see the status of your letters. It will start as *requested* once you add the teacher, it will change to *in progress* once the teacher uploads the letter to naviance and then it will change to *submitted* once the letter is sent to the college(s) with your transcript. (Letters and transcript are submitted once you apply.)