



INTRODUCTION TO NAVIANCE

Naviance is a computer program used by many high schools and colleges to assist with the college application process. BHS uses Naviance for a number of purposes, including helping to research college options, and sending BHS materials to colleges. Naviance also has tools to help students explore their learning style, possible careers and college majors.

In order for BHS to send materials to colleges, students must register with Naviance. When the time comes to apply, students enter the names of all of their colleges into the section called "Colleges I'm Applying To." Most importantly, students must sign the FERPA (Family Educational Rights and Privacy Act) on Naviance to authorize BHS to send materials to colleges. Finally, when students hear back from the colleges, they must enter the results into Naviance. This information, viewed anonymously, helps future BHS students explore their prospects for admissions at these colleges.

Naviance is designed for parents and students to work together during the college application process. Parents are encouraged to work with their son/daughter, using the student's account and password. Additionally, parents can explore Naviance as a guest, logging in with the password "bhs" (case sensitive).

To register for Naviance:

- You must have a registration code. If you don't have yours, you can get it from a BHS Guidance Counselor working with seniors.
- Go to: connection.naviance.com/brookline.
- Click "I need to register."
- Follow the prompts.

**To log in to Naviance go to:
connection.naviance.com/brookline
Your username is your email address.
If you don't remember your password,
see your counselor to reset it.**

To sign the FERPA in Naviance:

- First, make sure you are registered at CommonApp.org.
- Log in to Naviance.
- Click the "Colleges" tab.
- Click "Colleges I'm applying to."
- Click/Check the spaces in the blue box.
- To sign the form, enter your Common Application username and password.
 - **This must be an exact match. If you are not sure of your Common App username and password, open another window and log in to the Common App to check, then return to this page.**

To add colleges to your list in Naviance:

- Log in to Naviance.
- Click the "Colleges" tab.
- Click "Colleges I'm applying to."
- Click "lookup," find colleges by name, repeat as necessary.
- Click "Add Colleges."
- To delete a college from the "Colleges I'm applying to" list, see your guidance counselor.