

Introduction to Naviance

Naviance is a web-based, college research and planning tool for KAS students, parents, and teachers. KAS juniors and seniors, especially, must become very familiar with this tool and comfortable using it.

Students are able to use their Naviance account to build résumés, keep a journal, maintain lists of “Colleges I’m Thinking About” and “Colleges I’m Applying To,” find out about the dates and times of college visitors to KAS, and much, much more. Most important, perhaps, seniors are able to use Naviance to communicate their “active applications” list to their college counselor and Ms. Rachel Chen.

Well before the senior year, students will receive an access code to Naviance, and for the younger students, this web-portal will provide a unique, individualized experience, guiding each student on a path toward career and college readiness. Using the tools provided, students can map their own path, starting with assessments to learn more about themselves; then, progressing to goal setting and career exploration; and finally, setting a plan to achieve their goals.

Like any “GPS” (Global Positioning System), students are able to explore alternatives, avoid roadblocks, set new goals or destinations, and bypass obstacles. Parents, teachers, and counselors are able to track progress and collaborate to provide the support that students need.

Typically, in the spring semester, KAS advisors and college counselors will begin meeting with 11th grade students to explore Naviance more intensely and to discuss preliminary plans for college and university study after KAS.

If you have any questions about the Naviance tool, or if at any time you have forgotten how to log into your Naviance account or have forgotten your login information, please email ldietrich@kas.kh.edu.tw, gbishop@kas.kh.edu.tw, or pbeverage@kas.kh.edu.tw.

LOGGING INTO NAVIANCE

1. Go to the KAS Homepage (<http://www.kas.tw>) and select "Quick Links" (upper right).
2. Scroll down to "Students," click on "Students," and then, move your cursor to the left to "Naviance College Tool."
3. Once you have opened "Naviance College Tool," enter your username (that is, your KAS e-mail address) and either the temporary password that Ms. Dietrich or your college counselor gave to you, or the Naviance password that you selected earlier.

If you have forgotten your password, we can easily send you another one. Just let one of us know, and we'll send you a temporary password, which you can subsequently change, as you wish.

After logging into Naviance

1. Click about me
2. Click profile
3. Click edit

Verify the information in your account, and please make sure that the name in your Naviance account is your official name. This should be the name that is on your passport and in your Common App account, and you should use the same name when applying to college and when registering for the SAT, ACT, IELTS, or TOEFL.

Matching Your Naviance and Common Application Accounts

Before KAS will be able to submit application papers for you via Naviance (for example, letters of recommendation, your KAS transcript, the school profile), you will need to execute the Family Educational Rights and Privacy Act (FERPA) statement and match (link) your Common Application account with your Naviance account.

To begin, you must create a Common App account at <http://www.commonapp.org>. This is a fairly simple, straightforward, and necessary task, partly because completion of this task will enable you to execute the FERPA statement and authorize KAS to submit application documents on your behalf.

Once you have logged into commonapp.org, complete the entire “Education” section. You will know that you have done this satisfactorily, when a green checkmark appears.

If you do not intend to apply to a Common App school, that is perfectly okay; simply select the name of any school on the “College Search” list. This selection does not obligate you, in any way, to follow up with an application for admission to that school.

Then, click “Assign Recommenders” and “FERPA Release Authorization,” and follow the instructions

- a. to authorize every school that you have attended, including KAS, to release all required records (for example, a KAS transcript) and other documents, in support of your application(s) for admission;
- b. to waive your right to review all recommendations; and
- c. to indicate your understanding that this waiver (or non-waiver, if you so choose) pertains to all colleges and universities.

Now, you can login to your Naviance account, and follow these steps to match your Common App and Naviance accounts:

1. Click on the “Colleges” tab, and then, “Colleges I’m Applying To.”
2. Enter the e-mail address you used to create your Common App account.
3. If you have done all of the above correctly, you should be finished; and the following information should appear:
 - a. *Common App Account Matching -- Complete*
 - b. *Your Common App account was successfully matched.*
 - c. *FERPA Status: Waived*