

## How to Request Letters of Rec on Naviance:

**\*\*We strongly encourage you to complete a “Senior Brag Sheet” prior to requesting letters of recommendation. This sheet will help your recommender write positive qualities you possess and experiences that you have had. See steps 8-12 below for how to access Senior Brag Sheet.**

**\*\*\*Please allow your teacher/counselor **AT LEAST 2 WEEKS** notice to complete a letter of recommendation.**

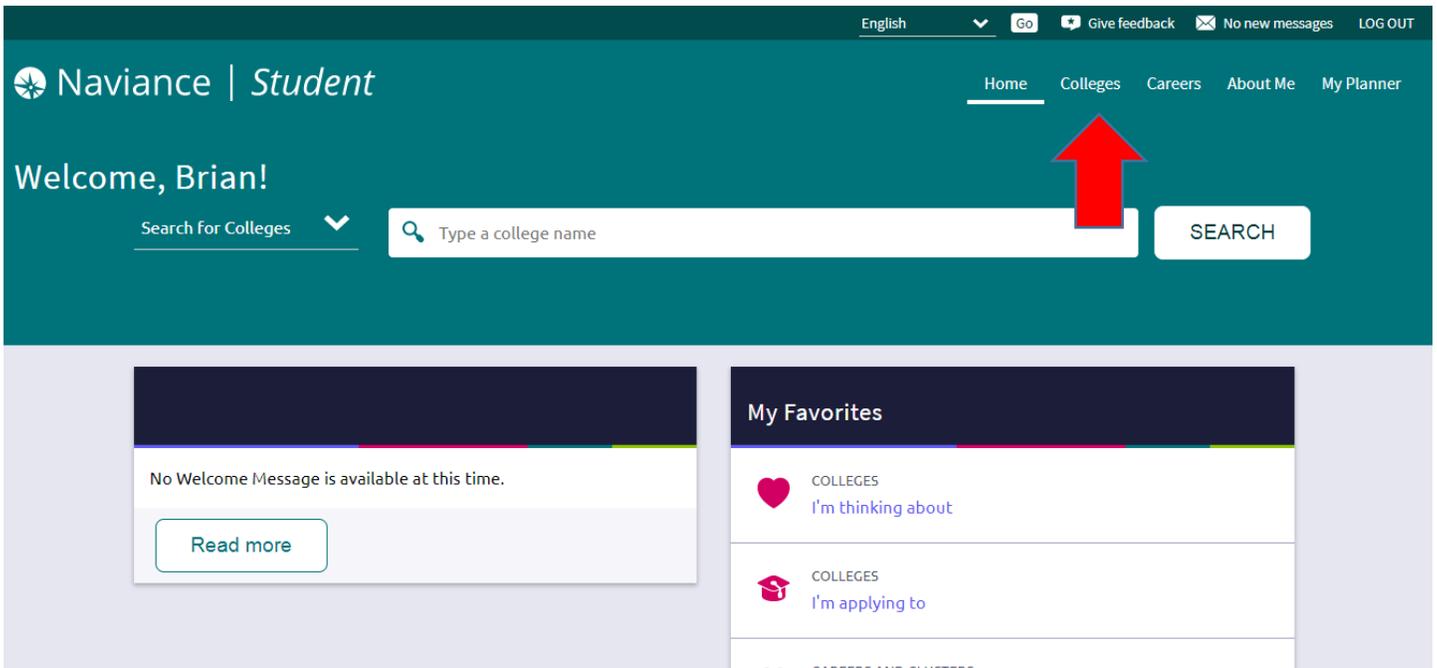
1. Log into your Naviance Account  
(See step-by-step directions for “How to Log In to Naviance” if you do not know how)
2. You should be in your home screen (You should see “Welcome, Your First Name”)
  - a. Click on the “Colleges” tab on the left menu
  - b. Click on “Colleges Home” in the drop down menu
3. This will bring you to the “Colleges” Home Page
  - a. Scroll down on the left where it says “Apply to Colleges”
  - b. Click on “Letters of Recommendation” under Apply to Colleges
4. This will bring you to “Your Requests”
  - a. Click on “Add Request”
5. This will bring you to the new requests screen.
  - a. In the drop down menu, select a teacher.
  - b. Select *either* 1) a specific college *or* 2) all colleges in your “colleges I’m applying to” list
6. Type a message to your recommender in the box provided. We recommend emailing separately your brag sheet to your recommender so he/she has a lot of information about you. (\*\*Preferred)
  - i. If you do not complete the brag sheet, you may include your activities, awards, academics, community service/volunteer information, etc. Your recommender may still request some information from you.
  - ii. If you do not complete a brag sheet and leave the message box empty, it is likely your recommender will not have a very detailed letter and may or may not request more information from you.
- a. Click “Submit Request”
7. You will see a green message that says: “Way to go! Recommender will be notified of this recommendation request” You should also see the word “Requested” to the right of the school for which you requested a letter. Now you wait patiently, there is nothing left to submit for that recommender.
  - a. You may add more recommenders by starting again at step 4a.

**\*\*Where to find Senior Brag Sheet\*\***

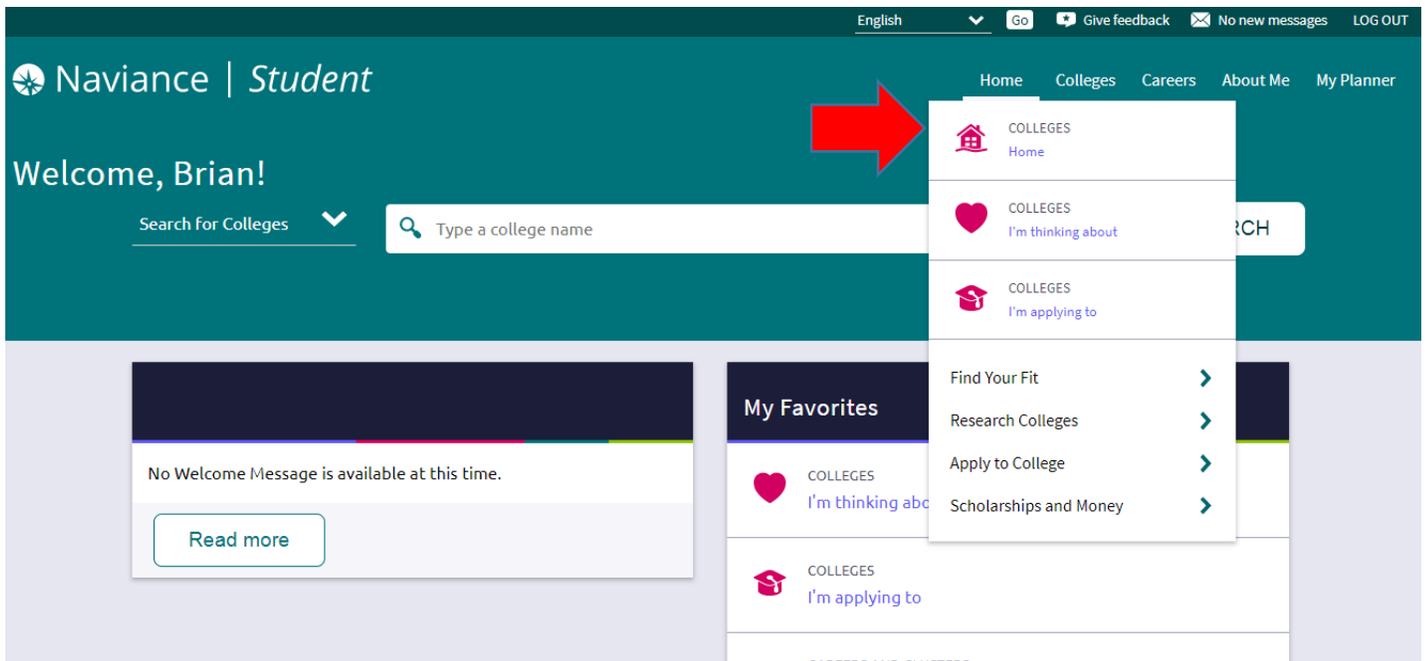
8. Log into your Naviance Account
9. Scroll to the bottom left where it says “Resources to Get Ready”
  - a. Click on “Document Resources”
10. You will see a section titled “Documents Shared with Everyone”
  - a. Click on “Senior Brag Sheet” or “View”
11. You will see a PDF version of the Senior Brag Sheet.
  - a. Click on the name “Senior Profile.pdf” or “View”
12. The file should automatically download and you should see it in the left bottom corner of your screen.
  - a. Double click on the download file to open. The document says “Senior Profile” at the top.

Steps with pictures below:

2a. Click on the “Colleges” tab on the left menu



2b. Click on “Colleges Home” in the drop down menu



3a.b. Scroll down on the left where it says “Apply to Colleges” then click on “Letters of Recommendation” under Apply to College

The image shows two side-by-side navigation menus. The left menu is titled "Apply to Colleges" and contains the following items: "COLLEGES I'm applying to", "Letters of Recommendation" (highlighted with a red arrow), "College Events", "Manage Transcripts", "Test scores", and a "Show less" button. The right menu is titled "Scholarships and Money" and contains: "SCHOLARSHIPS I'm Applying To", "Scholarship List", "Scholarship Match", "National Scholarship Search", and a "Show less" button.

4. This will bring you to “Your Requests.” Click on “Add Request”

The image shows the "Your Requests" page. At the top right, there is a navigation bar with links for "HOME", "Colleges", "Careers", "About Me", and "My Planner". Below the navigation bar, the page title is "Letters of recommendation" followed by "Your Requests". A sub-header reads: "You can request new letters of recommendation and track the most recent status of your requests here." A red arrow points to a teal "Add Request" button. Below this is a table header with columns: "Recommendation For", "Deadline", "Recommender(s)", "Status", and "Cancel Request". Under the "Status" column, there is a circular icon containing an envelope symbol. Below the table header, the text reads: "Your recommendation requests will show up here." At the bottom right, there is another teal "Add Request" button.

5. This will bring you to the new requests screen.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

[Cancel](#) [Submit Request](#)

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Select which colleges this request is for:\*

- All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

Choose **specific** colleges from your *Colleges I'm Applying To* list  
Looks like you don't have colleges in your *Colleges I'm Applying To* list yet. Click [here](#) to add.

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

5a. In the drop down menu, select a teacher.

The screenshot shows the 'Add new request' page with a dropdown menu open for selecting a teacher. The dropdown list includes the following names: Hill, Zachary; Hollinger, Susan; Howard, Mary; Igelman, Heather; Isacson, Kristen; Jacob, Kelsey; Jennings, David; Jimenez, Veronica (highlighted in blue); Johnson, Kurt; Jones, Alison; Kempski, Nick; Kilgallen, Beverly; Komaniecki, Eva; Kordick, Emily; Kost, Rich; Kuehn, Laura; Larson, Bradley; Lichy, Paul; Luedtke, Nicole; and Jimenez, Veronica. A red arrow points to the 'Jimenez, Veronica' option. The page also shows the 'Submit Request' button and the 'Colleges I'm Applying To' section with a table of colleges.

Select All	Colleges +	Due +
<input type="checkbox"/>	The University of Chicago 2 required / 3 allowed / 0 requested	Jan 02 2020

5b. Select *either* 1) a specific college (picture 1) *or* 2) all colleges in your “colleges I’m applying to” (picture 2)

(1)

1. Who would you like to write this recommendation?\*

Jimenez, Veronica

2. Select which colleges this request is for:\*

All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input checked="" type="checkbox"/>	Boston College 2 required / 2 allowed / 0 requested	Jan 01 2020
<input type="checkbox"/>	The University of Chicago 2 required / 3 allowed / 0 requested	Jan 02 2020

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

(2)

1. Who would you like to write this recommendation?\*

Jimenez, Veronica

2. Select which colleges this request is for:\*

All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

Choose **specific** colleges from your *Colleges I'm Applying To* list

Selecting this option indicates you want this teacher's recommendation to be submitted to every college where you apply.

For colleges that limit the number of letters of recommendation allowed, recommenders who submit first will fulfill that limit, and any subsequent letters will not be accepted by the college.

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel

Submit Request

\* Indicates a required field

6. Type a message to your recommender in the box provided. We recommend emailing separately your brag sheet to your recommender so he/she has a lot of information about you. (\*\*Preferred)

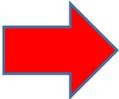
1. Who would you like to write this recommendation?\*

Jimenez, Veronica

2. Select which colleges this request is for:\*

- All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **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:



Dear Mrs. Jimenez,  
I have sent you an email with my completed Senior Brag Sheet for your reference when writing my letter of recommendation.

Thank you again,  
Student]

2834 characters remaining

Cancel

Submit Request

\* Indicates a required field

6i. If you do not complete the brag sheet, you may include your activities, awards, academics, community service/volunteer information, etc. Your recommender may still request some information from you.

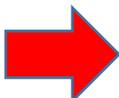
1. Who would you like to write this recommendation?\*

Jimenez, Veronica

2. Select which colleges this request is for:\*

- All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **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:



Activities:  
-Secretary of GSA Club, 3 years  
-Captain of Varsity Badminton team, 2 years  
-ROAR Mentor 2018-2019

Awards:  
-6 straight semesters on High Honor Roll

2840 characters remaining

Cancel

Submit Request

\* Indicates a required field

## 6a. Click “Submit Request”

1. Who would you like to write this recommendation?\*

Jimenez, Veronica

2. Select which colleges this request is for:\*

- All current and future colleges I add to my *Colleges I'm Applying To* list **i**  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **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:

Activities:  
-Secretary of GSA Club, 3 years  
-Captain of Varsity Badminton team, 2 years  
-ROAR Mentor 2018-2019

Awards:  
-6 straight semesters on High Honor Roll

28 characters remaining

\* Indicates a required field

7. You will see a green message that says: “Way to go! Recommender will be notified of this recommendation request” You should also see the word “Requested” to the right of the school for which you requested a letter.

HOME Colleges Careers About Me My Planner

Way to go! Veronica Jimenez will be notified of this recommendation request for All Applications. X

### Letters of recommendation

#### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
All Applications <b>i</b>	See applications	Veronica Jimenez	Requested	X

\*\*Where to find Brag sheet

8. Log into your Naviance Account

English Go Give feedback No new messages LOG OUT

Naviance | Student Home Colleges Careers About Me My Planner

Welcome, Rodrigo!

Search For Colleges Type a college name SEARCH

### Welcome to Naviance!

Naviance Student is designed to assist students with college and career planning. Utilizing the tools in the tabs above will help you to set future [goals](#) for yourself, build a professional [resume](#), identify [careers](#) of interest, and [search for colleges](#) that will enhance your education and allow you to achieve your goals.

Please check out the resources in the tabs above and the links below. Reach out to your counselor with any questions or ways in which we can better assist you in achieving your goals.

- 

### My Favorites

- COLLEGES I'm thinking about
- COLLEGES I'm applying to
- CAREERS AND CLUSTERS

9.a. Scroll to the bottom left where it says “Resources to Get Ready.” Click on “Document Resources”

### Resources to get ready

Naviance College, Career and Life Readiness Curriculum

Document Resources

### From My School

LINKS	PAGES	UPDATES
Your school has no new links. Check back later.	<a href="#">How To's for Student</a>	Your school has no new updates. Check back later.

10a. You will see a section titled “Documents Shared with Everyone.” Click on “Senior Brag Sheet” or “View”

English Go Give feedback No new messages LOG OUT

Naviance | Student Home Colleges Careers About Me My Planner

### Documents Shared With Everyone

Click on a folder to see document resources shared with everyone.

Folder	Files	Sizes	Action
Scholarship Applications	-	0 B	VIEW
Senior Brag Sheet		49.96 KB	VIEW

Red arrows point to the 'Senior Brag Sheet' folder and its 'VIEW' action.

11a. You will see a PDF version of the Senior Brag Sheet. Click on the name “Senior Profile.pdf” or “View”

Naviance | Student Home Colleges Careers About Me My Planner

Back Senior Brag Sheet

Name	Description	Author	Type	Size	Last Modified	Action
Senior Profile.pdf	Senior Brag Sheet (Senior Profile)	Deb Stack	PDF	49.96 KB	Aug 28, 2018 8:43 AM	VIEW

Red arrows point to the 'Senior Profile.pdf' name and its 'VIEW' action.

12. The file should automatically download and you should see it in the left bottom corner of your screen.

Naviance | Student

Home Colleges Careers About Me My Planner

Senior Brag Sheet

Name	Description	Author	Type	Size	Last Modified	Action
Senior Profile.pdf	Senior Brag Sheet (Senior Profile)	Deb Stack	PDF	49.96 KB	Aug 28, 2018 8:43 AM	VIEW

Community High School  
326 Joliet St  
West Chicago, IL 60185-3142  
p: (630) 876-6200  
www.d94.org  
[Contact Counselor](#)

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Senior Profile.pdf

Show all

12a. Double click on the download file to open. The document says “Senior Profile” at the top.

Senior Profile

Name \_\_\_\_\_ Student email \_\_\_\_\_  
 Student ID \_\_\_\_\_ Parent email \_\_\_\_\_  
 Counselor \_\_\_\_\_  
 G.P.A. = \_\_\_\_\_ Class Rank = \_\_\_\_\_

List all activities you have participated in throughout your high school career. Indicate any leadership role(s) you may have had.

Activity or Club	9	10	11	12	Leadership Role

Sports	9	10	11	12	Leadership Role

Community Service (What & When):  
 Employment (What & When):

Post-High School Academic Goal: \_\_\_\_\_