

How to Sign up for College Rep Visits at WeGo on Naviance:

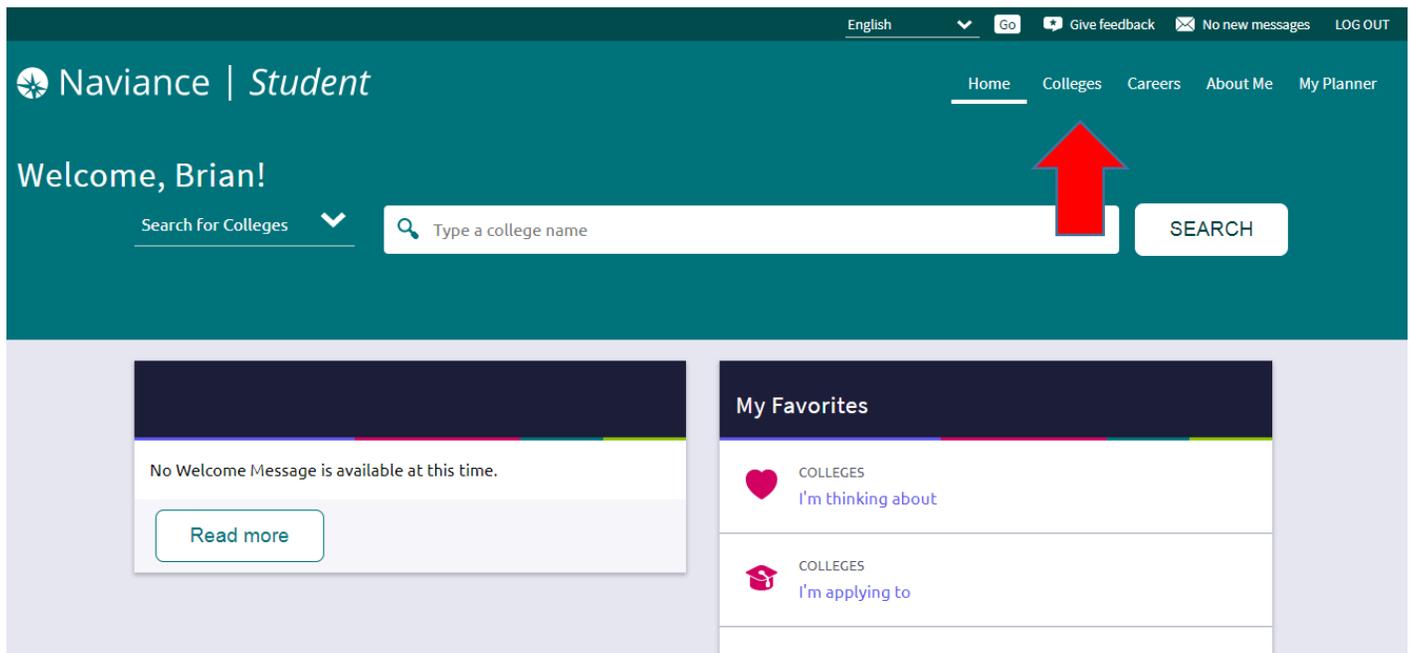
1. Log into your Naviance Account
(See step-by-step directions for “How to Log In to Naviance” if you do not know how)
2. You should be in your home screen (You should see “Welcome, Your First Name”)
 - a. Click on the “Colleges” tab on the left menu
 - b. Click on “Colleges Home” in the drop down menu
3. This will bring you to the “Colleges” Home Page
 - a. Scroll to the bottom left where it says “College Visits”
 - b. Click on “Show More” under College Visits
4. This will bring you to the “College Visit” Home Page
 - a. Scroll through list of colleges. When you find the college(s) that you want to sign up for:
 - b. Click on the teal “Register Now” button on the right side.
5. You will see a green message that says: “See you there.” You should also see the word “Registered” to the right of the school for which you registered. You are now signed up!

****You may still sign up for College Rep Visits in the binder by Mrs. Goti’s desk as well.**

*****If a college schedules a visit *after* you’ve added them to your “Colleges I’m Thinking About” list, you will automatically be notified of their visit.**

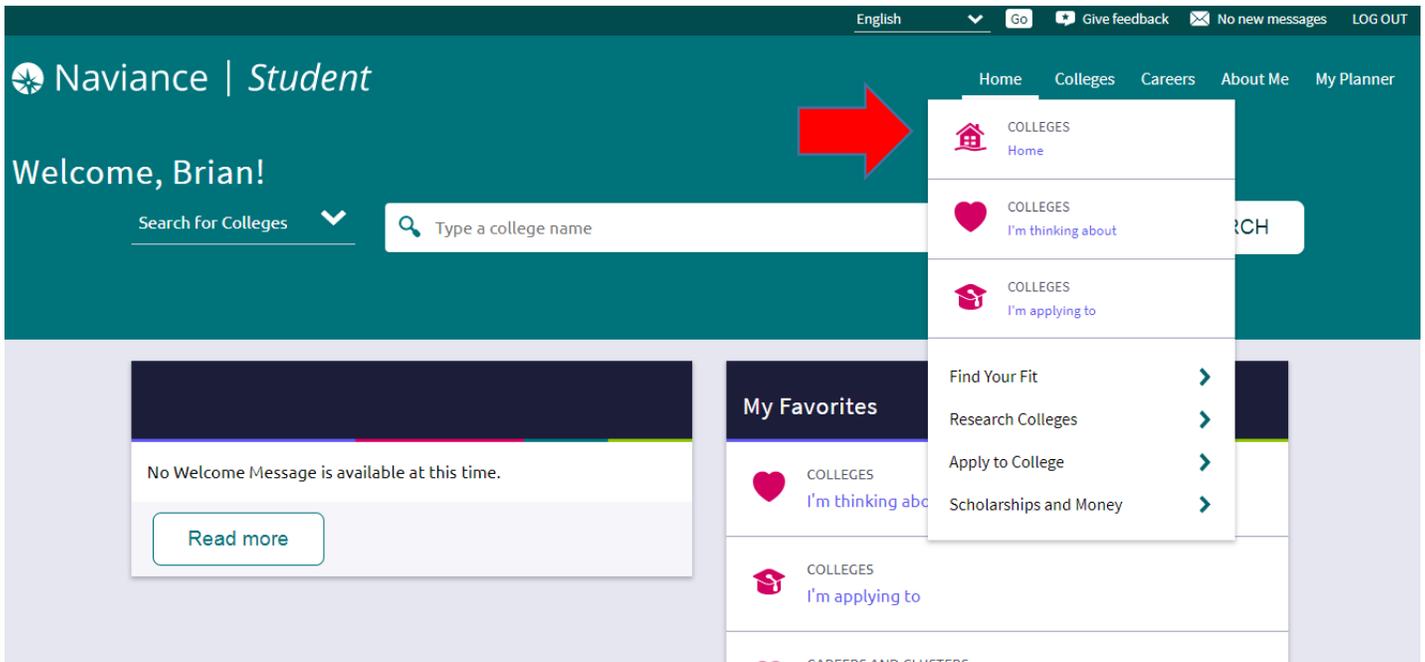
Steps with pictures below:

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

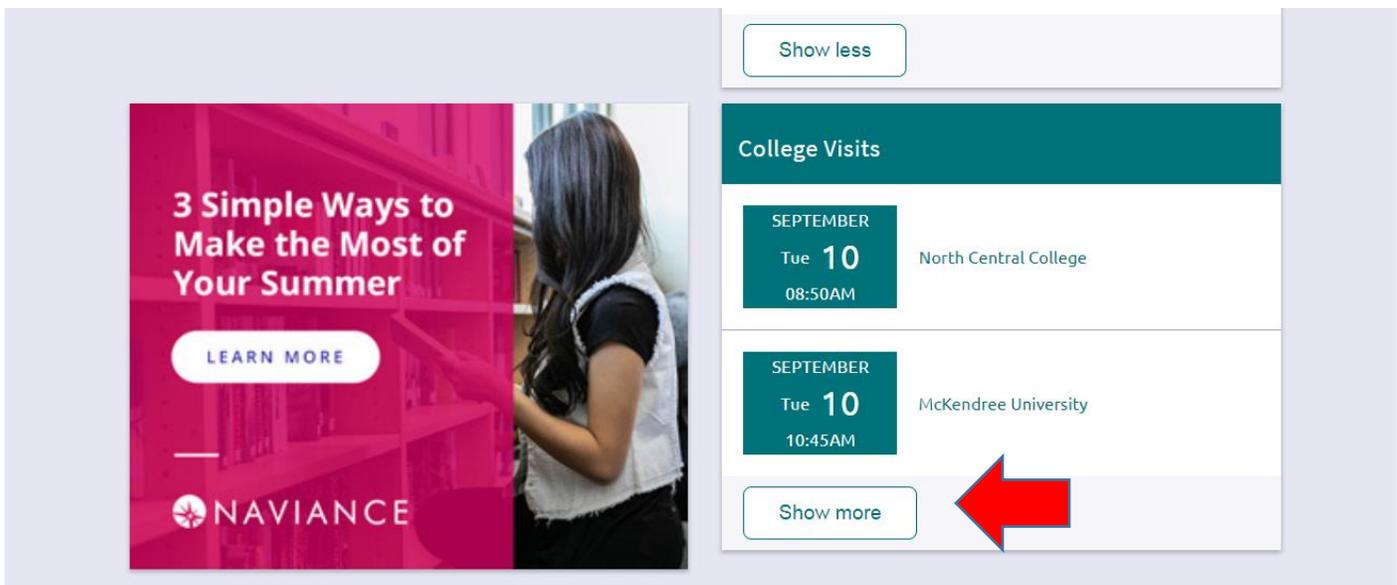


The screenshot displays the Naviance Student dashboard. At the top, there is a navigation bar with the Naviance logo and the text "Student". To the right of the logo, there are links for "Home", "Colleges", "Careers", "About Me", and "My Planner". The "Colleges" link is highlighted with a red arrow. Below the navigation bar, there is a search bar with the placeholder text "Type a college name" and a "SEARCH" button. On the left side, there is a message that says "No Welcome Message is available at this time." with a "Read more" button. On the right side, there is a "My Favorites" section with two items: "COLLEGES I'm thinking about" and "COLLEGES I'm applying to".

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



3. Scroll to the bottom left where it says “College Visits” then click on “Show More” under College Visits



4. When you find the college(s) that you want to sign up for click on the teal “Register Now” button on the right side.

The screenshot shows the 'College Visits' section of the Naviance interface. On the left is a sidebar with 'Quick Links' including 'MORE SEARCH OPTIONS' (SuperMatch®, Advance college search, College lookup) and 'MY COLLEGES' (Upcoming college events, Colleges match, Colleges Visits). The main area displays a list of college visits for September. Each entry includes the date and time, the college name, location, and a 'Register Now' button. A red arrow points to the 'Register Now' button for North Central College.

Month	Day	Time	College	Location	Action
SEPTEMBER	Tue 10	08:50AM	North Central College	Not Specified	Register Now
SEPTEMBER	Tue 10	10:45AM	McKendree University	Not Specified	Register Now
SEPTEMBER	Tue 10	11:15AM	Lewis University	Not Specified	Register Now
SEPTEMBER	Wed 11	09:45AM	Roosevelt University	Not Specified	Register Now

5. You will see a green message that says: “See you there.” You should also see the word “Registered” to the right of the school for which you registered. You are now signed up!

The screenshot shows the 'Naviance | Student' interface. At the top right, there are links for 'English', 'Go', 'Give feedback', 'No new messages', and 'LOG OUT'. The navigation bar includes 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner'. A green confirmation message at the top reads: 'See you there! You're on the list to attend this college visit. Don't worry, if your plans change just let us know by cancelling your registration!' with a 'Close' button. Below this is the 'College Visits' section, which now shows 'Registered' status for North Central College and a 'Cancel' button. McKendree University remains available for registration.

Month	Day	Time	College	Status	Action
SEPTEMBER	Tue 10	08:50AM	North Central College	REGISTERED	Cancel
SEPTEMBER	Tue 10	10:45AM	McKendree University		Register Now