

### ***Directions for entering college information in Naviance***

1. Log on to *Naviance* at [www.haddonfield.k12.nj.us](http://www.haddonfield.k12.nj.us), click on HMHS, click on *Naviance* and use your email and password.

2. Click on "**colleges**" tab.

3. Click on "**colleges I'm applying to**":

Go to right side of screen, under "**Results**" click on the **pencil** (edit) icon on the first college in your list. This will bring you to "Edit Applications" – with the list of your colleges.

Under each college name use the drop down menu to indicate the "**Result**" for each college (next to the drop down menu "x" if waitlisted or deferred). Also, check to see if the information in "**App Type**" is correct, (Regular Decision, Early Decision, etc.)

Once you have entered all the information – don't forget to click on "**Update Applications**" at the bottom of the screen to save all the information.

This will take you back to the "**colleges I'm applying to**" page.

4. Enter your final college choice under "**College that I am attending.**" Use drop down menu to select the college you will be attending in the fall. Be sure to click the "**Update**" button to save your selection.

5. See your counselor if you have any questions.